

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
December 18, 2006

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, December 18, 2006 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, Somerset Messenger Gazette, and Courier News newspapers on December 13, 2006. 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, Wolfgang Schneider, and Steven J. Sloan

David Kanaby arrived at 7:30 p.m.

MEMBERS ABSENT: None

ALSO PRESENT: Dr. Karen Lake, Superintendent of Schools

Dr. Lisa Antunes, Assistant Superintendent of Schools, Mr. Thomas M. Venanzi, Assistant Superintendent for Business/Board Secretary, and Mrs. Annette Wells, Assistant to School Business Administrator/ Assistant Board Secretary arrived at 7:30 p.m.

Executive Session

A motion was made by Mr. Schneider and seconded by Mr. Sloan that the board adopt a resolution to go into executive session at 6:45 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 the superintendent's evaluation.

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.

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

Mr. Hudes left the meeting at 7:30 p.m.

Approval of Minutes

A motion was made by Mr. Kanaby and seconded by Mr. Sloan to approve the minutes of the work meeting held on November 13, 2006.

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

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the minutes of the executive session held on November 13, 2006.

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

Mr. Hudes returned to the meeting at 7:33 p.m.

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the minutes of the executive session held on November 20, 2006.

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

A motion was made by Mr. Kanaby and seconded by Mr. Lin to approve the minutes of the regular meeting held on November 20, 2006.

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

Correspondence

Correspondence was recognized from Mr. & Mrs. Katyal.

Recognition/Awards

Dr. Antunes introduced Mr. Volpe, principal of Hillsborough Elementary School, who recognized art teacher, Laurel Suk for her efforts in organizing the school blood drive which two years ago collected 20 pints of blood, last year collected 24 pints and this year collected 58 pints of blood. More than 58 pints would have been collected if there were more blood bags. Mr. Volpe stated that the blood drive's

success is due to the dedication and efforts of Ms. Suk. He also announced that the next blood drive will be held on Friday, April 13, at Hillsborough Elementary School.

Dr. Antunes introduced Mr. Joel Handler, district technology supervisor, who commended Marge Rothblatt, computer specialist, for her contributions to the district's new school website. Ms. Rothblatt has been working diligently with staff to help get the website up and running for January. The website is scheduled for introduction to the public at the January 8 board meeting and scheduled to go live at the end of January.

New Business

Mr. Mike Levine, Woodfern parent, expressed a concern with the broadcasting of early dismissals. He explained that if a parent had no access to a computer or radio, they would not know that the children were being sent home. He requested consideration of a phone chain for this purpose.

Dr. Lake responded to Mr. Levine regarding early dismissal and assured him that she will speak with Mr. Hoffman regarding his plan for emergency closing.

Superintendent's Report

Dr. Lake discussed the Hillsborough Education Foundation's financial support of teacher initiatives. She also announced the following recipients of foundation grants for this year:

Amy Crane	Second Grade
Marion Donoghue	Spanish
Peach Draper	Science
Tristen Garretson	Special Education
Deirdre Godin	English
Robertta Henry	Family & Consumer Science
Craig Hoppe	Biology
Ann Marie Pahoulis	Art K-4
Dawn Renz	First Grade Literacy
Tracy Stephens	TP/First Grade
Dina Stoff & Melanie Cruz	Third Grade

Dr. Lake thanked the Hillsborough Education Foundation for supporting these initiatives.

Dr. Lake thanked Scott Rocco, principal of Woods Road School, and his team of teachers who completed the autism grant. The district wanted the autistic program to be more successful, so the grant application was completed for \$114,052. Dr. Lake announced that this is an extensively comprehensive, competitive grant and thanked Mr. Rocco and the teachers for completing the grant application for the district.

Dr. Lake reminded the district about the New Jersey SMARTS 2006-2007 data collection. Student demographic and medical information was requested from parents a few weeks ago. The district had minimal concerns about getting the information from the community. Today is the deadline for submission to the Department of Education.

Dr. Lake discussed the program on school safety and stated that an internet safety program is forthcoming.

Dr. Lake wished everyone happy holidays and a safe, happy, and peaceful new year.

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. Schneider and seconded by Mr. Kanaby that the board of education approve the curriculum and instruction agenda as follows:

Approval of Grant Application

Approve the following grant application:

<u>Grant</u>	<u>Amount</u>
The Governor's Initiative on Autism	\$114,052.

Acceptance of Grants

Accept the following grants:

<u>Grant</u>	<u>Amount</u>
Hillsborough Education Foundation Mini Grants	\$6,716.13
EMC Corporation for HHS Robotics	\$ 500.00
Dow Chemical Company for Life Skills	\$ 500.00

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

PERSONNEL

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

Resignations

Gerald Johnson, Instructional Assistant, high school effective December 22, 2006.

Minh Dang, assistant boys' tennis coach, high school effective 2006-2007 coaching season.

Leaves of Absence

Marissa Dale, grade 3, Hillsborough Elementary School, disability/family/ child care leave of absence effective November 3, 2006 through May 31, 2007.

Patricia Heddy, Instructional Assistant, Hillsborough Elementary School, unpaid leave of absence effective January 16, 2007 through May 4, 2007 (student teaching).

Maura Kraucheunas, Special Education Resource Center teacher, Auten Road School disability/family leave of absence effective January 2, 2007 through June 4, 2007.

Change in Contract

Susan Cevasco, long term substitute, Auten Road School grade 5 from effective September 1, 2006 through January 19, 2007 to effective September 1, 2006 through June 30, 2007 replacing Susan Herndon (in district transfer).

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

Ilene Champion, from .5 kindergarten teacher, Triangle School to grade 3 teacher Triangle School effective January 2, 2007 through June 30, 2007 replacing Joyce Melitsky (retired).

SALARY: \$47,658 PRO RATED MA Step 2

Veronica Fetko, long term substitute, Special Education/LLD, Auten Road School from effective September 1, 2006 through December 22, 2006 to effective September 1, 2006 through June 4, 2007 replacing JoAnn Armour (leave of absence/in district transfer).

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

Michele Ganz, from long term substitute, grade 3 Hillsborough Elementary School effective November 14, 2006 through May 31, 2007 to long term substitute, Sunnymead/Hillsborough Elementary School effective September 5, 2006 through May 31, 2007 replacing Lisa Friel and Marissa Dale (leave of absence).

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

Transfer Change in Appointment

JoAnn Armour, from Special Education/LLD teacher, Auten Road School to Special Education/Resource Center teacher, Auten Road School effective January 2, 2007 through June 4, 2007 replacing Maura Kraucheunas (leave of absence).

SALARY: \$48,258 PRO RATED BA Step 8

Kimberly Dolan, from Special Ed. Resource Center teacher, middle school to LDTC Auten Road School effective December 11, 2006 through June 30, 2007 replacing Leonore Johnston (in district transfer).

SALARY: \$48,068 PRO RATED BA+30 Step 5

Susan Herndon, from grade 5 teacher, Auten Road School to BSI/Literacy teacher Auten Road School effective January 22, 2007 through June 30, 2007 replacing Ed Porowski (resigned).

SALARY: \$63,658 PRO RATED MA+15 Step 13

AppointmentsVice Principal

Evette Chaney, 12 month vice principal, Hillsborough High School effective February 19, 2007 (or sooner if released by current district) through June 30, 2007 replacing Karen Bingert (in district transfer).

SALARY: \$82,000 PRO RATED

Teacher

Nicole Alexander, Special Ed. Resource Center, middle school effective January 3, 2007 through June 30, 2007 replacing Kim Dolan (in district transfer).

SALARY: \$45,408 PRO RATED BA+30 Step 1

Long Term Substitutes

Joseph Campos, long term substitute Spanish teacher, Triangle/Hillsborough Elementary Schools effective December 19, 2006 through May 4, 2007 replacing Tara Penyak (leave of absence).

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

Jaclyn Kotler, long term substitute grade 2, Amsterdam School effective January 2, 2007 through May 11, 2007 replacing Sheila Marce (leave of absence).

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

Clerical Assistant

Pamela Moyer, 3 hr/day clerical assistant, business office effective January 2, 2007 through June 30, 2007 replacing Susanmarie Devaney (in district transfer).

SALARY: \$13,271 PRO RATED

Step 1

Coaches - Stipend

Steven Barrett, assistant boys basketball coach, high school effective 2006-2007 coaching season replacing John Ciccarone (resigned from coaching position).

STIPEND: \$5,342

Step 3

Mark Dubyna, assistant wrestling coach, middle school effective 2006-2007 coaching season replacing Tom Burton (resigned).

STIPEND: \$4,166

Step 3

Dave King, assistant softball coach, high school effective 2006-2007 coaching season replacing John Ciccarone (resigned from coaching position).

STIPEND: \$5,034

Step 1

Dana Richens, assistant cheerleading coach, high school effective winter 2006-2007 coaching season replacing Brian Adams (resigned).

STIPEND: \$3,254

Step 1

Substitute Teachers - \$80/day

Sarah Caldwell

David Metcalf

Stacey Walder

Katherine Fleming

Jeff Panzarella

Deborah Zilli

Andrew Heiser

Katelyn Powers

Gabrielle Martinez

Ann Vernioia

Substitute Clerical - \$10.25/hour

Suzanne Reilly

Substitute Nurse - \$100/day

Kristin Wybraniec

Substitute Bus Driver - \$20/hour

Michael Majewski

Mentors

Mentor

Mentee

Michelle Thatcher

Stephanie Miller

Student Teachers

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

<u>Cooperating Teacher</u>	<u>Grade(s)</u>
Jean Robinson	SAC

Nicole Durkacz, Fairleigh Dickenson University to do her field experience in grades 9-12 at Hillsborough High School, effective January 3, 2007 through January 9, 2007.

<u>Cooperating Teacher</u>	<u>Grade(s)</u>
Miriam Finkelstein	9-12 Social Studies

Theresa Smoke, The College of New Jersey to do her student teaching in elementary education at Amsterdam School effective January 22, 2007 through May 4, 2007.

<u>Cooperating Teacher</u>	<u>Grade(s)</u>
Bethany Bossio	4th

Adena Maltz, The College of New Jersey to do her student teaching in elementary education at Hillsborough Elementary School effective January 22, 2007 through May 4, 2007.

<u>Cooperating Teacher</u>	<u>Grade(s)</u>
Mary LaPlaca	4 th

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

Appointment of Volunteer Coaches

A motion was made by Mr. Kanaby and seconded by Mr. Schneider to appoint the following volunteer coaches pending verification of appropriate eligibility:

David Metcalfe, volunteer assistant ice hockey coach, high school effective 2006-2007 coaching season.
STIPEND: N/A

John Paxson, volunteer assistant boys basketball coach, high school effective 2006-2007 coaching season.
STIPEND: N/A

Brett Reese, volunteer assistant girls basketball coach, high school effective 2006-2007 coaching season replacing
STIPEND: N/A

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

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 November 30, 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: \$9,006,041.95

Line Item Transfers

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

FROM:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-217-100-00-00	Extraordinary Serv-Salaries	150,000
11-000-218-105-00-00	Guidance-Secretary Salaries	1,500
11-000-252-340-00-00	Technology-Purch Services	1,648
11-000-270-511-00-00	Transportation Cont.Vendors to/from	32,000
11-000-291-270-00-00	Employee Benefits-Med/Dent	166,037
11-000-100-56X-00-00	Tuition-Charter School	1,213
11-402-100-600-01-00	Athletics HHS Supplies	805
11-402-100-600-02-00	Athletics-HMS Supplies	305
11-110-100-101-00-00	Reg Inst-Kdgtn Teacher Sal	20,000
11-190-100-610-01-02	Inst Supp-HHS Math	1,018
11-190-100-610-01-04	Inst Supp-HHS Soc Studies	1,018
11-190-100-610-01-06	Inst Supp-HHS Art	105
11-190-100-610-02-07	Inst Supp-HMS Inst Music Sup	239
11-190-100-610-02-08	Inst Supp-HMS Gen Music Sup	66
11-190-100-610-04-03	Inst Supp-HES Science Sup	250
11-190-100-610-12-00	Inst Supp-ARIS Gen Supp	500
11-214-100-101-02-00	Autistic-HMS Teacher Salaries	4,200
		380,904

TO:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-213-300-00-00	Health Serv-Contracted Serv	48,000
11-000-216-320-00-00	Related Serv-Cont Serv Speech	2,000
11-000-218-104-00-00	Guidance-Counselor Salaries	1,500
11-000-221-600-09-11	Improv of Inst-Tech Supplies	4,806
11-000-223-320-00-00	Inst Staff Training-Consultants	500
11-000-240-600-04-00	Sch Admin-HES Supplies	250
11-000-251-100-00-00	Business Serv-Salaries	15,000
11-000-251-440-00-00	Business Serv-Rentals	1,648
11-000-252-100-00-00	Technology-Salaries	45,000
11-000-270-390-00-00	Transportation Software Maint.	32,000
11-000-291-220-00-00	Employee Benefits-Soc Sec	60,000
11-000-291-280-00-00	Employee Benefits-Tuition Reim	50,000
11-150-100-320-00-00	Reg Inst-Home Inst Cont Serv	20,000
11-204-100-101-03-00	LLD-Amst Teacher Salaries	33,100
11-213-100-101-02-00	Res Ctr-HMS Teacher Salaries	62,900
11-214-100-106-02-00	Autistic-HMS Inst Asst Salaries	4,200
		380,904

Bid for Lawn Mower

The following bid was received on December 7, 2006 for the purchase of a Rotary Cut Lawn Mower:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Storr Tractor	Base Price for Mower	\$43,518
	Trade in Allowance	(2,500)
	Roadway Light Package	1,200
	Overhead Cab Shade Canopy	584
	Rotary Broom	7,767
	Debris Blower	3,630
	Mulching Kit	1,280
	Extended Coverage for 5 years	3,583
	Total Bid	\$59,062

Award a contract to Storr Tractor Company for its low bid on the purchase of a rotary cut mower with the following options:

Base Price for Mower	\$43,518
Trade in Allowance	(2,500)
Roadway Light Package	1,200
Overhead Cab Shade Canopy	584
Debris Blower	3,630
Mulching Kit	1,280
Total Award	\$47,712

Joint Transportation Agreement

Approve the following joint transportation agreement for the 2006-07 school year:

<u>Route #</u>	<u>Host District</u>	<u>Destination</u>	<u>Cost</u>
FSPT-07	Franklin Twp.	Timothy Christian	\$1,652.00

Transportation Contract Addendum

Approve the following transportation contract addendum for the 2006-07 school year for a mileage extension with Valcheck at \$2.50 per mile.

<u>Multi-Contract #</u>	<u>Route #</u>	<u>Original Amount</u>	<u>Adjusted Amount</u>
99SV	WFH1	\$24,328	\$29,728

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:

Acceptance of Donation

Accept the following donation:

<u>Donor</u>	<u>Description</u>
Princeton Institute for Advanced Study	20 CPU's and 2 Servers
Senior Citizens Crafters Club Chapter A	Arts & Craft Supplies

Approval of Settlement Agreement

Approve the resolution listed on *Schedule A* regarding a settlement agreement pertaining to B.B.

Policies

The Policy Committee has recommended the following policy revisions:

First Reading

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

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

Approve the Professional Travel Related Expenses as Listed

Approve the professional travel related expenses as listed on Schedule L.

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. Paget to approve the following overnight trips:

School	Group/Team	Destination	Dates	Schedule
HHS	Track Team	Indoor Nationals Prince George Learning Center Landover, Maryland	3/9/07 - 3/11/07	B
HHS	Track Team	Penn Relays University of Penn Philadelphia, PA	4/25/07 - 4/26/07	C
HHS	Track Team	State Championships Egg Harbor High School Egg Harbor, NJ	6/1/07 - 6/2/07	E

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

Committee Charges

A motion was made by Mr. Kanaby and seconded by Mr. Paget that the board of education approve the policy committee's recommendation that the committee charges changed as follows:

First Reading

Revision of Personnel Committee charge - *Schedule G*

Revision of Negotiations Committee charge - *Schedule H*

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 I*

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

INFORMATIONAL

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

School	Dates	Times
Amsterdam Elementary	November 15, 2006	1 minute 15 seconds
	November 17, 2006	1 minute
Auten Road Elementary	November 1, 2006	2 minutes 30 seconds
	November 1, 2006	2 minutes 30 seconds
Hillsborough Elementary	November 20, 2006	1 minute 10 seconds
	November 28, 2006	1 minute 17 seconds
Sunnymead Elementary	November 15, 2006	1 minute 12 seconds
	November 28, 2006	1 minute 7 seconds
Triangle Elementary	November 14, 2006	1 minute 54 seconds
	November 17, 2006	2 minutes
Woodfern Elementary	November 3, 2006	1 minute 15 seconds
	November 15, 2006	1 minute 2 seconds
Woods Road Elementary	November 1, 2006	3 minutes 2 seconds
	November 15, 2006	2 minutes 39 seconds
Hillsborough Middle School	November 21, 2006	2 minutes 11 seconds
	November 27, 2006	2 minutes 13 seconds
Hillsborough High School	November 22, 2006	2 minutes 30 seconds
	November 29, 2006	2 minutes 30 seconds

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

Amsterdam - November 16, 2006

Suspensions for the month of November:

High School = 21

Middle School = 4

Auten Road Intermediate = 1

Old Business

Mrs. Haas questioned the decline in enrollment from last year. She requested that Dr. Lake confirm the enrollment numbers.

Announcements

President Plaskon wished everyone a happy holiday and safe new year. He reminded everyone that Friday, December 22 is the last day of school for the holiday break and schools will reopen on January 2. He also announced that the next board meetings will be held on January 8 and 22.

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 adjournment.

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 the continued discussion of the superintendent's evaluation.
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.

Adjournment

A motion was made by Mr. Schneider and seconded by Hudes to adjourn the meeting at 8:59 p.m.

Upon call of the question, the motion carried unanimously.

At this time, the board reconvened in executive session.

Respectfully submitted,

Thomas M. Venanzi
Assistant Superintendent for Business/
Board Secretary