

**BERKELEY TOWNSHIP
BOARD OF EDUCATION
REORGANIZATION MEETING
BERKELEY TOWNSHIP ELEMENTARY SCHOOL AUDITORIUM
JANUARY 6, 2026 – 7:00 PM**

I. CALL MEETING TO ORDER – “Adequate notice of this meeting was given by publication in the *Asbury Park Press* on January 10, 2025 and by posting the notice in the district schools, Office of the Board of Education, and the Berkeley Township Municipal Offices in accordance with the provisions of the Open Public Meetings Act.

II. FLAG SALUTE

III. ROLL CALL

- | | | |
|---|--|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Mrs. Ornstein | ☐ Mr. Palmerson | ☐ Mrs. Shedlock |
| ☐ Mrs. Trethaway | ☐ Mr. Ytreboe | |

IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2025 Annual School Election.

Four Members of the Board of Education:

Anita Morris (3-year term)
Michele Shedlock (3-year term)
Megan Ornstein (3-year term)
Gaetano Bracciale (2-year unexpired term)

MOTION: _____

SECOND: _____

ROLL CALL:

- | | | |
|---|--|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Mrs. Ornstein | ☐ Mr. Palmerson | ☐ Mrs. Shedlock |
| ☐ Mrs. Trethaway | ☐ Mr. Ytreboe | |

V. SWEARING IN OF NEW BOARD MEMBERS

Business Administrator/Board Secretary administers the Oath of Office.

New Board Members take their seats.

VI. REORGANIZATION

1. Nominations For Office Of President:

Business Administrator/Board Secretary calls for nomination for *Office of President*.

Nominee	Nominated By	Second By

Close nomination. Ask the Nominee if they accept the nomination. Yes/No

Roll Call Vote on nomination for President.

- | | | |
|--|---|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Ms. Morris | ☐ Mrs. Ornstein | ☐ Mr. Palmerson |
| ☐ Mrs. Shedlock | ☐ Mrs. Trethaway | ☐ Mr. Ytreboe |

(ONLY IF NEEDED) Business Administrator/Board Secretary calls for second nomination for *Office of President*.

Nominee	Nominated By	Second By

Close nomination. Ask the Nominee if they accept the nomination. Yes/No

Roll Call Vote on nomination for President.

- | | | |
|--|---|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Ms. Morris | ☐ Mrs. Ornstein | ☐ Mr. Palmerson |
| ☐ Mrs. Shedlock | ☐ Mrs. Trethaway | ☐ Mr. Ytreboe |

Business Administrator turns the meeting over to the President.

2. Nominations For Office Of Vice President

President calls for nomination for *Office of Vice President*.

Nominee	Nominated By	Second By

Close nomination. Ask the Nominee if they accept the nomination. Yes/No

Roll Call Vote on nomination for Vice President.

- | | | |
|--|---|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Ms. Morris | ☐ Mrs. Ornstein | ☐ Mr. Palmerson |
| ☐ Mrs. Shedlock | ☐ Mrs. Trethaway | ☐ Mr. Ytreboe |

(ONLY IF NEEDED) President calls for second nomination for *Office of Vice President*.

Nominee	Nominated By	Second By

Close nomination. Ask the Nominee if they accept the nomination. Yes/No

Roll Call Vote on nomination for Vice President.

- | | | |
|--|---|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Ms. Morris | ☐ Mrs. Ornstein | ☐ Mr. Palmerson |
| ☐ Mrs. Shedlock | ☐ Mrs. Trethaway | ☐ Mr. Ytreboe |

Motion to Approve Reorganization Items 3-16

MOTION: _____

SECOND: _____

ROLL CALL:

- | | | |
|--|---|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Ms. Morris | ☐ Mrs. Ornstein | ☐ Mr. Palmerson |
| ☐ Mrs. Shedlock | ☐ Mrs. Trethaway | ☐ Mr. Ytreboe |

3. Recommend Approval of the Following

Recommend the Board approve the following through January 2027 as required by the New Jersey State Certification and Monitoring Regulations:

- a. all Curriculum and Texts/Materials for major subject areas taught in the school district; and
- b. all existing Board of Education Bylaws, Policies and Regulations; and
- c. all other programs and services offered by the school district within the financial ability to pay and within the parameters of the school budget; and
- d. all job descriptions.

4. Petty Cash Account Approval

Move that the Board approve the following non-replenishable petty cash accounts with a maximum for any one expenditure of \$20:

Account	Amount	Signature
Bayville School	\$100	Principal
Berkeley Twp. Elementary School	\$100	Principal
Business Office	\$150	Business Administrator/Board Secretary
Annex	\$150	Director of Special Services or Director of Curriculum
Clara B. Worth School	\$100	Principal
H. & M. Potter School	\$100	Principal
Maintenance	\$150	Executive Director of Physical Facilities
Transportation	\$150	Supervisor of Pupil Transportation

5. Official Depository and Signature

Move that the Board approve the following bank accounts with corresponding signatures:

OCEAN FIRST

Account Name	Signature
Cafeteria	Board President, Business Administrator, Treasurer
General Fund (Operating)	Board President, Business Administrator, Treasurer
Payroll	Treasurer
Payroll Agency	Treasurer
Capital, Emergency & Maintenance Reserves	Board President, Business Administrator, Treasurer

6. Parliamentary Procedures

Move that the Board adopt Robert's Rules of Order 12th Edition as its parliamentary authority.

7. Depositories for Investment of Funds

Move that the Board approve the following institutions for the 2026-2027 School Year as depositories of school funds:

Bank of New York
Lakeland Bank
NJ/ARM (NJ Asset & Rebate Management Program)
Ocean First Bank
PNC Bank
Santander Bank
State of N.J. Cash Management Fund
TD Bank
Wells Fargo

8. Payment of Bills between Board Meetings

Move that the Board approve payment of bills between board meetings when non-payment of same would be detrimental to the operations of the district.

9. Approval of Appointments

Recommend the Board approve the following appointments for the 2026-2027 School Year:

504 Officer	Gianna Clavelli
Accountability Officer (Title I-V)	Melissa Gallagher
Accountability Officer (PEA)	Amy Coppinger
Accountability Officer (IDEA)	Gianna Clavelli
ADA Officer	Daniel Prima
Affirmative Action Officer	Keith McShaffrey
Affirmative Action Officer/Title IX Coordinator	Cara Burton
AHERA Representative	John Skinner
Asbestos Management Officer	John Skinner
Assistant Coordinator of Transportation Services	Tammy Higgins
Assistant Coordinator of Transportation Services (Acting)	Suzanna Micozzi (\$55 per day)
Attendance Officer	Officer Mikki Baranyay (\$2,800)
Board Secretary	Tyler Verga
Buildings & Grounds Supervisor (Acting)	Michael Caufield (\$55 per day)
Certifying Officer	Emalisa Haller
Certifying Officer Supervisor	Tyler Verga
Civil Service Appointing Authority	Tyler Verga
Conscientious Employee Protection Rep.	Steve Rieder
Continuing Disclosure Agent	Phoenix Advisors, LLC
Custodian of Records	Tyler Verga
Custodian of Records (Alternate)	Jena Pisacreta
Department of Children & Families Liaison	Guidance Counselors
HAZCOM Instructor	John Skinner
HIB Coordinator	Gianna Clavelli
Homeless Education Liaison	Gianna Clavelli/Amy Coppinger
Indoor Air Quality Designee	John Skinner
IPM Coordinator	John Skinner
Legal Newspapers	Asbury Park Press/Berkeley Times
Missing/Abused Children Liaison	Guidance Counselors
Private Schools for Disabled Coordinator	Michael Betts
Public Agency Compliance Officer	Tyler Verga
Purchasing Agent	Tyler Verga
Safety Coordinator	John Skinner
School Physician	Dr. Harry Larkin (\$7,000)
School Safety Specialist	Michael Conforti (\$3,000)
Systems Analyst/Supervisor (Acting)	Cory Catalano (\$55 per day)
Tax Shelter Annuity Companies	Equitable, Brighthouse (MetLife), Corebridge (AIG), Lincoln Investment, Aspire, Vanguard

Testing Agency - Employment
Testing Agency - Pre-Employment

Third Party Administrator for TSA
Treasurer of School Monies

Dafeldecker Associates
Occupational Health Centers of New
Jersey (Concentra)
PlanConnect
Carmen Memoli, CPA (\$3,500)

10. Purchasing Agent

Move that the Board appoint Tyler Verga as Qualified Purchasing Agent (QPA) with authorization to award contracts up to the bid threshold as set by the State of New Jersey and the quote threshold at 15% of the bid threshold.

Move that the Board approve the QPA to purchase off the State Contract and/or County Bid Portal, GSA, ESCNJ, WSCA and/or from Purchasing Consortiums when in the best interest of the district.

11. Resolution with Motor Vehicle Commission

Resolution to continue limited online access program government entity memorandum of understanding between Motor Vehicle Commission and Berkeley Township Board of Education to verify information relating to a holder of a commercial driver's license as required by the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App §2710 et seq.

12. Credit for Unused Sick Leave from Another District

WHEREAS, N.J.S.A. 18A:30-3.2 allows a Board of Education that employs any person who has an accumulation of sick leave days from another school district in New Jersey to grant partial or full credit for such days; and

WHEREAS, the new employee shall provide a Certificate issued by the prior district showing the unused sick leave balance.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Township Board of Education will credit such employee with up to ten (10) days sick leave in accordance with N.J.S.A. 18A:30-3.4.

13. Code of Ethics

RESOLVED that the Berkeley Township Board of Education reaffirm its commitment to the Code of Ethics for school board members as outlined in Title 18A:12-24.1.

14. Post-Retirement Contributions to 403(b) Plans

The Berkeley Township Board of Education approves the payment for unused sick days for retiring employees be made only to the employees' 403(b) accounts as an Employer Contribution. Participants need a minimum of 15 sick days and a minimum of \$3,000 to be eligible. (This action is permitted under the Economic Growth and Tax

Relief Reconciliation Act of 2001 amended Section 403(b) of the Internal Revenue Code of 1986.)

15. BOARD MEETING SCHEDULE FOR JANUARY 2026 – JANUARY 2027
(N.J.S.A. 18A:10-6)

All meetings to be held at Berkeley Township Elementary School Auditorium beginning at 6:30 p.m. Pursuant to provisions of the Open Public Meetings Act, the Board designates the following dates for Regular Meetings unless otherwise modified by a Resolution of the Board.

REGULAR BUSINESS MEETINGS

2026

Tuesday, February 3, 2026

Tuesday, March 17, 2026

Tuesday, April 28, 2026 - Public Hearing on the Budget

Tuesday, May 26, 2026

Tuesday, June 23, 2026

NO REGULAR MEETING IN JULY

Tuesday, August 11, 2026

Tuesday, September 22, 2026

Tuesday, October 27, 2026

NO REGULAR MEETING IN NOVEMBER

Tuesday, December 1, 2026

2027

Tuesday, January 5, 2027 – Reorganization Meeting

In those cases where the above schedule may conflict with holidays or other pending matters of the Board, additions, deletions and/or re-schedules will be advertised.

16. Travel Expenditures

WHEREAS, the Berkeley Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, the Board of Education has determined that the training and informational programs sponsored by the Superintendent Roundtable, Ocean County Association of School Business Officials, New Jersey Association of School Business Officials, Ocean County School Boards Association, MOCSSIF (Monmouth Ocean Counties Shared Services Insurance Fund), New Jersey Dept. of Education, Systems 3000, and New Jersey School Boards Association are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, the Board of Education has determined that participation in the above mentioned training and informational programs requires school district travel expenditures and that this travel is critical to the instructional and operational needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, the Board of Education has determined that the school district travel expenditures to said programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that as specified by the Office of Management & Budget is a reasonable rate; and

WHEREAS, the Board of Education has determined that participation in said training and informational programs are in compliance with the district policy on travel;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the attendance of the school board members and district employees to said training and informational programs, and the costs of attendance, including all registration fees, are statutorily authorized travel expenditures provided that such expenditures are within the annual maximum travel expenditure amount.

VII. PUBLIC COMMENT

VIII. REGULAR BUSINESS

Motion to approve Regular Business Items 1-13

MOTION: _____

SECOND: _____

ROLL CALL:

- | | | |
|--|---|--|
| ☐ Mr. Bracciale | ☐ Mr. Guarascio | ☐ Mr. MacMoyle |
| ☐ Ms. Morris | ☐ Mrs. Ornstein | ☐ Mr. Palmerson |
| ☐ Mrs. Shedlock | ☐ Mrs. Trethaway | ☐ Mr. Ytreboe |

1. Resignation/Retirement

Recommend the Board accept the resignation/retirement of the following staff members:

Name	Position	Reason	Effective
a) Wayne Yezzo	Bus Driver	Resignation	12/9/25

b) Sharon Glenn	Teacher - BTE	Retirement	7/1/26
c) Alyssa Cirina	Teacher Aide - BAY	Resignation	1/6/26

2. New Hires

Recommend the Board approve the following new hires in the position listed, for the 2025-2026 school year, pending completed paperwork:

Name	Position/School	Effective	Salary
a) Peter Vanderwerf	Special. Education Teacher - BTE	TBD	Contractual
b) Mark Dela Cruz	Music Teacher - BTE	1/20/26	Contractual
c) Tina Broman	Bus Driver - District 6:15 am - 9:30 am; 1:30 pm - 4:45 pm Total - 6.5 hours	1/9/26	Contractual

3. Leave(s) of Absence

Recommend the Board approve a leave of absence (new or revised) for the following staff member(s), (start and end dates are subject to change):

- a) I.D. #6944-Teacher-HMP:**
Maternity leave of absence from 1/5/26 through 6/17/26.
- b) I.D. #7211-Custodian-BAY:**
Medical leave of absence from 1/15/26 through 2/15/26.
- c) I.D. #6994-PCA-CBW:**
Extension of maternity leave of absence from 1/5/26 through 3/31/26.

4. Substitutes

Recommend the Board approve the following substitutes for the assignments listed for the 2025-2026 school year, **(+indicates pending completion of ALL paperwork):**

Name	Position
a) Tyler Bell+	Teacher
b) Mayra Davalos Garces+	Custodian
c) Teresa Migliore+	Teacher

d) Laura Milling	Clerical Worker/Aide
e) Danielle Mirabal	Teacher/Aide
f) Shannon Morris+	Teacher/Aide
g) Ashley Pontenzone+	Custodian
h) Matthew Ricciardi+	Aide
i) John Susich+	Teacher
j) Angelo Guadagno, III+	Aide
k) Ashley Edwards+	Teacher/Aide

Note: All substitute aides approved by the Board will be able to substitute as school/teacher aides and bus attendants.

5. Long term Substitute(s)

Recommend the Board approve the following long-term substitute(s), meeting the criteria established by the Superintendent, at the rate of \$120 per diem (start and end dates are subject to change):

Name	In For	Effective
a) Peter Vanderwerf	I.D. #7252 - Teacher - BTE	1/7/26
b) Samantha Bartek	I.D. #6944 - Teacher - HMP	1/7/26-6/17/26

6. Reassignment

Recommend the Board approve the following teacher reassignment for the 2025-2026 school year, effective 2/1/26, at her contractual rate of pay:

Name	From	To
a) Gianna Clavelli	LDTTC - District	Director of Special Services

7. Club Coordinator

Recommend the Board approve the following change:

Amanda Buscio will replace Emily Wilson, who has resigned, as the Drama Club Coordinator for the Berkeley Township Elementary School, effective on or about 1/16/26.

8. Student Teacher Placements

Recommend the Board approve the following student teacher placements for the 2025-2026 school year:

Name	Assigned to	Start Date	Requirements
a) Caitlin Manning	Chrystal Siddons - HMP	Spring, 2026	25 Hours
b) Kim Bucceroni	Teresa Cerankowski - CBW	Spring, 2026	210 Hours
c) Kim Bucceroni	Arlene Comstock - CBW	Spring, 2026	240 Hours
d) Ciara Korber	Lauren Treshock - BAY	Spring, 2026	240 Hours
e) Ciara Korber	Jennell Mitchell - BAY	Spring/Fall, 2026	240 Hours
f) Ciara Korber	Susana Conforti - BAY	Fall, 2026	120 Hours

9. HIB Report

There were/was 1 HIB incident(s) reported - 12/3/25 - 1/6/26

There were/was 8 Suspension(s) - 12/3/25 - 1/6/26

To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigations: 0

10. Homebound Instruction

Recommend the Board approve Homebound Instruction for the following student(s) for the 2025-2026 school year:

- a) I.D. #1003480 - Kristen Kane will provide instruction and Jessica Patti will be the Aide - 3 days/week-1hr. per day, for 30 days, effective 12/9/25.

11. Payment of Bills

BE IT RESOLVED that the following items as reviewed by the Finance Committee be approved:

Bills List dated December 16, 2025

Check numbers 57806-57965

\$ 934,427.26

(Attachment 1)

12. Travel

RESOLVED, that the Berkeley Township Board of Education approve the following travel:

<u>Name</u>	<u>Seminar/Workshop</u> <u>(Registration &/or Mileage)</u>	<u>Dates</u>	<u>Not to</u> <u>Exceed</u>
a) Joseph Reid	NJASA Techspo 2026, Harrah's, Atlantic City, NJ (registration & travel)	1/28-1/30/26	\$620

13. Transportation

Recommend the Berkeley Township Board of Education approve the following transportation jointures:

Host District	Student ID	Dates	School	Per Diem Rate
a) MOESC	1003451	12/4/25-6/30/26	H & M Potter	TBD
b) MOESC	1003914 1003915	12/11/25-6/30/26	Bayville School	\$277.47
c) MOESC	1003477	12/15/25-6/30/26	Bayville School	\$143.69

IX. ADJOURNMENT

MOTION: _____

SECOND: _____

ROLL CALL:

- ☐ Mr. Bracciale
- ☐ Ms. Morris
- ☐ Mrs. Shedlock

- ☐ Mr. Guarascio
- ☐ Mrs. Ornstein
- ☐ Mrs. Trethaway

- ☐ Mr. MacMoyle
- ☐ Mr. Palmerson
- ☐ Mr. Ytreboe