

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room

Regular Meeting 5:00 p.m.

August 29, 2017

MINUTES

Call to Order by Board President – Open Public Meetings Act – Roll Call

Laura Simon called the meeting to order at 5:00 p.m. and announced that the meeting was being held in compliance with the Open Public Meetings Act (N.J.S.A. 10:4-6-21) and was open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon County Democrat and Courier News. Formal action was taken.

Present: Wayne Doran, Ray Egbert, Cheryl Filler, Melissa Szanto, Thomas Wallace, Eric Zwerling (arrived at 5:05 p.m.), Anna Shinn, Laura Simon

Also Present: William DeFabiis, Interim Superintendent, Jason M. Bohm, Business Administrator/Board Secretary

Absent: Christopher Allen

Flag Salute

SUPERINTENDENT'S REPORT

- Dr. DeFabiis thanked Don Race, Sarah Pauch, Jim Belske, and Jan Derevjanik for their work on the Ed Tech Event with over 300 persons in attendance, that went very well.

OPEN TO THE PUBLIC (LIMITED TO ACTION ITEMS ON THE AGENDA)

CORRESPONDENCE

- None

ADMINISTRATIVE REPORTS

- None

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mrs. Shinn

Second: Mr. Doran

Roll Call Vote: Carried -6 Yes
(Mr. Wallace abstained 2.01-2.02)

2.01 Motion to approve the Meeting Minutes July 25, 2017.

2.02 Motion to approve the Executive Minutes July 25, 2017.

FINANCE/FACILITIES

Committee Report – Mr. Egbert gave a report on the meeting held August 15, 2017.

Motion to adopt 3.01 – 3.13

Motion: Mr. Egbert

Second: Mrs. Shinn

Roll Call Vote: Carried – 8 Yes

3.01 Motion to approve the **Bill List** for the period from **July 27, 2017** through **August 30, 2017** for a total amount of **\$ 1,867,940.27**. (Attachment 3.01)

3.02 Motion to approve **District Travel Schedule August 29, 2017** for a total amount of **\$1,516.03**. (Attachment 3.02)

3.03 Motion to approve the following **Account Transfers** for **June 30, 2017**. (Attachment 3.03-3.03a)

3.04 Motion to approve the following **Account Transfers** for **July 1, 2017** through **July 31, 2017**. (Attachment 3.04-3.04a)

3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: June 30, 2017 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of June 30, 2017 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1.

Jason M. Bohm, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of June 30, 2017 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and further, that we approve the Board Secretary and Treasurer's Reports subject to audit for the period ending June 30, 2017. (Attachment 3.05 & 3.05a)

3.06 Motion to approve the Pitney Bowes 5 year agreement through state contract procurement, to provide postage machine rental and mailing services at a cost of \$1,977.72 per year for September 1, 2017 – September 1, 2022.

3.07 **WHEREAS**, the Readington Township Board of Education (“the Board”) advertised for bids for the Media Center Entrance Upgrades Project at Readington Middle School (“Project”); and

WHEREAS, on July 18, 2017, the Board received three bids for the project; and

WHEREAS, upon further review of the specifications for the Project, the Board finds it necessary to substantially revise the specifications; and

WHEREAS, the Board may reject bids, in accordance with N.J.S.A. 18A:18A-22(d), where the Board wants to substantially revise the specifications.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects all bids received for the Project and directs the Business Administrator/Board Secretary to cause the specifications to be substantially revised consistent with the Public Schools Contract Law and this Resolution and to make such additional revisions as deemed appropriate, consistent with the needs and desires of the school district.

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary is hereby authorized to readvertise the Project with the new specifications as prepared on behalf of the school district.

3.08 Resolved to approve the following 2017-18 Transportation Jointure Contracts:

<u>Host</u>	<u>Joiner</u>	<u>Route #</u>	<u>Destination</u>	<u>Cost</u>
Readington Twp.	Branchburg Twp.		Athletic & Field Trips	\$33.00 p/hr (sub driver) \$42.50 p/hr contracted driver

Branchburg Twp.	Readington Twp.	V7MID	Midland ESY	\$1,832.05
Branchburg Twp.	Readington Twp.	V7MID	Midland	\$10,922.30
Branchburg Twp.	Readington Twp.	BB1	RMS/HBS	\$36,890.00
Branchburg Twp.	Readington Twp.	BB2	RMS/HBS	\$36,890.00
Branchburg Twp.	Readington Twp.	BB3	RMS/HBS	\$36,890.00
Branchburg Twp.	Readington Twp.		Athletic & Field Trips	As needed basis, \$33.00

- 3.09 Resolved to approve the 2017-18 Transportation Jointure with Hunterdon County Education Services Commission:

Destination	Cost
The Arc Kohler School	\$197.00 per deim for driver \$54.00 per deim for aid

- 3.10 Motion to approve the addendum to the Shared Services Security Agreement with the Township of Readington to provide security services for the 2017-18 school year at a cost of \$20.40/hr. plus 7.5% not to exceed \$28,000. (Attachment 3.10).

- 3.11 Motion to approve the following resolution:

BE IT RESOLVED, by the School Board of Readington Township, County of Hunterdon, State of New Jersey, that it hereby appoints Jason M. Bohm as the School Alliance Insurance Fund Commissioner.

- 3.12 Motion to approve change order for Whitehouse School bathroom project:

CO-02	Boys and girls bathroom ceiling modifications.	\$4,449.50
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(Attachment 3.12)

- 3.13 Motion to submit the following for year 2017-18 grant applications and acceptance of funds:

ESEA:

Title I	\$53,353
Title IIA	\$27,338
Title III Consortium	\$11,364
Title IV	\$10,000

- 3.14 Motion to approve standard mileage rates between schools for the 2017-2018 school year. (Attachment 3.14)

EDUCATION/TECHNOLOGY

Committee Report - None

Motion to adopt 4.01 – 4.05

Motion: Mrs. Shinn Second: Mrs. Szanto Roll Call Vote: Carried -8 Yes

- 4.01 Motion to approve 2017-2018 Field Trips. (Attachment 4.01)

- 4.02 Motion to approve the attached list of textbooks, instructional resources and publishers to be used to implement the curriculum for the 2017-2018 school year. (Attachment 4.02)

- 4.03 Motion to accept a volunteer grant from the ExxonMobil Foundation in the amount of \$500 to be used for science and/or math programs at Holland Brook School.

- 4.04 Motion to approve the following integrated preschool students for the 2017-2018 school year:

587631	400631	429031	733531
890931	320432	383931	943431

- 4.05 Motion to approve Rutgers Center for Literacy Development to provide twelve (12) full days of staff development training with Laurell Parris during the 2017-2018 school year at a rate of \$1,000 per day for a total of \$12,000. (paid via 2017-2018 ESEA Grant). (Attachment 4.05)

PERSONNEL

Committee Report – Mrs. Szanto gave a report from the meeting held August 17, 2017.

Motion to adopt 5.01 – 5.22

Motion: Mr. Egbert Second: Mrs. Shinn Roll Call Vote: Carried -8 yes

5.01 Motion to approve Kimberly Hunkele as the bus aide for student S-197 for the 2017 - 2018 school year, one hour per day, 181 days, at an hourly rate of \$10.79, step 3 (hourly rate to be adjusted upon negotiation ratification).

5.02 Motion to accept the Superintendent’s recommendation and appoint the attached list of Chaperones for school events at TBS 2017-2018 school year. (Attachment 5.02)

5.03 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Catherine Patrick	Aide/Special Ed (HBS) 30-02-D3/auw	6/30/2017
Meghan Hoffmann	Aide/Special Ed (RMS) 30-01-D3/avo	9/1/2017
Dorothy Merz	Bus Aide (Transp) 85-06-D6/amc	6/22/2017
John Fortunato	Support Technician (BOE) 15-05-D3/amj	9/12/2017

5.04 Motion to accept the Superintendent’s recommendation and terminate the following appointments:

Name	Position	Salary	Effective Dates
Alexandra Dougherty	BCBA (BOE) 20-05-D2/azs	\$75,000 unaligned, shared with HCRHS	7/1/2017 - 6/30/2018

5.05 **WHEREAS**, a teacher, employee #6554, was issued an employment contract and was hired to teach for the 2017-2018 school year; and

WHEREAS, this teacher has not acquired a certificate that would enable her to perform the responsibilities of her position; and

WHEREAS, N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 require that any teacher who does not possess the mandated certificate for her position be removed from that position; and

WHEREAS, the Superintendent notified this teacher of her removal and the reasons therefore; and

WHEREAS, the Superintendent has recommended that the Board affirm the removal of this teacher and terminate her employment contract effective immediately; and

WHEREAS, the Superintendent has further recommended that the Board appoint this teacher as a substitute teacher to teach no more than sixty instructional days in the same classroom at the District's substitute rate.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby affirms the Superintendent's recommendation that employee #6554 be removed from her teaching position and her employment contract be terminated effective immediately as a result of her failure to acquire the mandated certificate for her position; and

BE IT FURTHER RESOLVED that the Board appoints employee #6554 as a substitute teacher to teach no more than sixty instructional days in the same classroom at the District's substitute rate.

5.06 **WHEREAS**, an employee, employee #6488 was issued an employment contract and was hired for a certificated position for the 2017-2018 school year; and

WHEREAS, employee #6488 does not hold a certificate that would enable her to perform the responsibilities of her position; and

WHEREAS, N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 require that any teaching staff member who does not possess the mandated certificate for her position be removed from that position; and

WHEREAS, the Superintendent notified this employee of her removal and the reasons therefore; and

WHEREAS, the Superintendent has recommended that the Board affirm the removal of this employee and terminate her employment contract effective immediately.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby affirms the Superintendent's recommendation that an employee #6488 be removed from her position and her employment contract be terminated effective immediately as a result of her failure to acquire the mandated certificate for her position.

5.07 Motion to affirm the Superintendent's recommendation and approve the following appointments:

Name	Position	Salary/Step	Effective Date
Lauryn Burnett	Teacher/Special Ed (RMS) 20-01-D2/auh	\$59,010 MA Step1	9/1/2017 – 6/30/2018
Genevieve Yhap-Zebro	School Nurse (RMS) 20-01-D2/axa	\$55,410 BA Step 1	9/1/2017 – 6/30/2018
Thomas Hardgrove	Bus Driver (District) 80-06-D6/aof	\$20.51/hr Step 1	9/1/2017 – 6/30/2018
Pilar Orozco	Bus Driver (District) 80-06-D6/aof	@20.51/hr Step 1	9/1/2017 – 6/30/2018
Betsy Freeman	Teacher/Gifted and Talented 20-01-D2/azw (RMS) 20-01-D2/azx (HBS)	\$60,540 MA Step 5	9/1/2017 – 6/30/2018

5.08 Motion to approve the following teachers for leading the Science Fairs at Three Bridges and Whitehouse Schools.

Teacher	School	Hrs/Rate	Compensation
Joyce McGibbon	TBS	4 hours/\$30 each	\$120.00
Lori Yukniewicz	WHS	2 hours/\$30 each	\$60.00

5.09 Motion to approve the Superintendent's recommendation and re-appoint Substitutes for the 2017-2018 school year as listed. (Attachment 5.09)

5.10 Motion to accept the Superintendent's recommendation and approve the attached list of position control changes and designated transfers for the 2017-2018 school year. (Attachment 5.10)

- 5.11 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teachers/Aides/Nurses** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

Lisa O'Connor	Teacher/Aide
Joseph Pagani	Teacher/Aide
Allison Lavallato	Teacher/Aide

- 5.12 Motion to approve the following mentors for the 2017-2018 school year as follows:

New Staff Member	School/Position	Mentor
Burnett, Lauryn	RMS/Special Education Teacher	Greenberg, Lauren
Cerverizzo, Sharon	WHS/2 nd Grade Teacher	VandeRydt, Deborah
Kanaras, Amalia	WHS/1st Grade Teacher	Mielke, Michelle
Kindervatter, Jaime	TBS/Special Education Teacher	Heller, Jennifer

- 5.13 Motion to accept the Superintendent's recommendation and approve the attached list of additional teachers to participate in the 2017 Summer Teacher Academy Program. (Attachment 5.13)

- 5.14 Motion to approve the following revised motion for Summer Curriculum Development (from \$150 to \$300 previously approved on May 9, 2017), effective July 1 – August 30, 2017 at \$30.00 per hour:

Teacher	Curriculum Writing	Amount
DelGuidice, Erica	ELA Curriculum 6 th	\$300.00
Maraventano, Nicole	ELA Curriculum 8 th	\$300.00
Maraventano, Nicole	ELA Honors Curriculum 8 th	\$300.00
O'Brien, Cheryl	ELA Honors Curriculum 7 th	\$300.00

- 5.15 Motion to accept the Superintendent's recommendation and approve the following teacher for curriculum development, effective July 1 – August 30, 2017 at \$30.00 per hour:

Teacher	Curriculum Writing	Amount
Haberkern, Ann	ELA Curriculum 5 th	\$150.00
Kane, Ann	ELA Curriculum 5 th	\$150.00
O'Brien, Cheryl	ELA Curriculum 7 th	\$300.00

5.16 Motion to approve the following Readington Middle School teachers as advisors for Homework Room for the 2017-2018 school year at the contractual rate:

Homework Room (AM)	Jose Fernandez Meagan-Ashley Menza Shaina Mirsky Colleen Ogden Marybeth Schwarz
Homework Room (PM)	Christopher Kober Meagan-Ashley Menza Colleen Ogden
Homework Room Substitutes	Erica DelGuidice Shaina Mirsky

5.17 Motion to approve the following Readington Middle School teachers as advisors for Central Office Detention for the 2017-2018 school year at the contractual rate:

Central Office Detention	Christopher Kober Lora Petersen Kevin Sanders
Substitutes for Central Office Detention	Erica DelGuidice Meagan-Ashley Menza Colleen Ogden

5.18 Motion to authorize the Superintendent to hire personnel until September 12, 2017 upon verbal approval from the Board of Education president and chairperson of the Personnel Committee. The motion for approval of personnel will be brought to the Board for ratification at the next scheduled Board meeting.

5.19 Motion to approve Mary Ann Connelly, School Nurse to complete medically related health activities for Fall Sports Tryouts between August 24 - August 31, 2017 at her contractual rate, not to exceed 20 hours.

5.20 Motion to accept the Superintendent's recommendation and approve the stipend for the following teacher facilitating a course for the Readington Township 2017 Summer Teacher Academy Program:

Staff Member	School	Teacher Academy Course	Stipend
Riess, Linda	HBS	Unpacking Science Kits - 5th Grade	\$540.00

5.21 Motion to approve the Bus Driver hours for the 2017-18 school year.
(Attachment 5.21)

5.22 Motion to accept the Superintendent's recommendation and approve the following Leave Replacement appointment:

Name	Position	Salary/Step	Effective Date
Amalia Kanaras	Teacher/Grade 1 Leave Replacement Teacher (WHS) 20-04-D2/apo (Non-tenure track)	Substitute rate for the first 20 consecutive days, BA, Step 1 per diem rate thereafter	9/1/2017 – 2/2/2018
Marisa Robinson	Teacher/Special Ed Leave Replacement Teacher (RMS) 20-01-D2/aho (Non-tenure track)	Substitute rate for the first 20 consecutive days, BA, Step 1 per diem rate thereafter	9/12017 - TBD

COMMUNICATIONS

Committee Report - None

UNFINISHED BUSINESS

- Thank you to HSA for New Hire Orientation Lunch
- Attendance at NJSBA

NEW BUSINESS FROM BOARD

- None

OPEN TO THE PUBLIC

- None

EXECUTIVE SESSION

Motion: Mrs. Shinn

Second: Mr. Doran

Roll Call Vote: Carried -8 Yes

Motion to adopt the following Resolution:

Resolved to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, for the purpose discussing legal matters for solar projects, Branchburg shared services, bathroom renovations and the Superintendent search for approximately 1 hour at which time the Board expects to return to Public Session and action may be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, if is not presently known when such circumstances will exist.

RETURN TO PUBLIC SESSION 8:20 p.m.

Motion: Mrs. Shinn

Second: Mr. . Doran

Roll Call Vote: Carried -8 Yes

ADJOURNMENT

Motion to Adjourn at 8:22 p.m.

Motion: Mr. Doran

Second: Mrs. Shinn

Roll Call Vote: Carried -8 Yes

Respectfully submitted,

**Jason M. Bohm
Business Administrator/Board Secretary**