

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Work Session Meeting 7:30 p.m.
September 8, 2015

MINUTES

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

Cheryl Filler called the meeting to order at 7:30 and announced that the meeting was being held in compliance with the Open Public Meetings Act (NJSA 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. Formal action was taken.

Present: Christopher Allen, Wayne Doran, Ray Egbert, William Goodwin, Vincent Panico, Anna Shinn, Laura Simon, Cheryl Filler

Also Present: Barbara Sargent, Superintendent, Steffi-Jo DeCasas, Business Administrator/
Board Secretary

Absent: Eric Zwerling

Flag Salute

SUPERINTENDENT’S REPORT

- Overview of Summer Teacher Academy – presented by Sherry Krial
- Overview of Summer Enrichment – presented by Filomena Hengst and Maria Winter
- District Goals 2015-2016 presented by Barbara Sargent - Discussion ensued with board members providing suggested changes.

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

CORRESPONDENCE

ADMINISTRATIVE REPORTS

MINUTES

- 2.01 Motion to approve the Minutes August 25, 2015
- 2.02 Motion to approve the Executive Session Minutes August 25, 2015

FINANCE/FACILITIES

Committee Report – Mr. Goodwin provided a report for the meeting held on August 31, 2015

Motion to adopt 3.01 – 3.03

Motion: Mr. Goodwin Second: Mr. Doran Roll Call Vote: Carried -8 yes

- 3.01 Motion to approve the **Bill List** for the period from **August 27, 2015** through **September 9, 2015** for a total amount of **\$625,420.47**. (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule September 8, 2015** for a total amount of **\$,2408.50**. (Attachment 3.02)

- 3.03 Motion to approve **Account Transfers** for **August 1, 2015** through **August 31, 2015**. (Attachment 3.03-3.03a)

- 3.04 Motion to approve the donation of an ice machine for the Readington Middle School sports teams from the Readington Athletic Booster Club. The purchase price was \$1281.75.

- 3.05 Motion to approve the following Resolution:

RESOLUTION

WHEREAS, the law firm of DeCotiis, FitzPatrick and Cole, LLP has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the "Board"); and

WHEREAS, the Board is desirous of appointing the law firm of DeCotiis, FitzPatrick and Cole, LLP to provide Special Energy Counsel professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the law firm of DeCotiis, FitzPatrick and Cole, LLP as Special Energy Counsel for the 2015-16 school year. The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official Newspaper of the Board.

3.06 Motion to authorize Legacy Benefits Group to offer voluntary life insurance coverage through New your Life Insurance to Readington Township School District employees through a payroll deduction plan effective September 23, 2015.

3.07 Motion to approve the following resolution:

Be it resolved that, the Readington Board of Education does not require the Center School to apply for and receive funding from the Child Nutrition Program (CNP) for the 2015-2016 school year.

Be it resolved that the Readington Board of Education does not require the Center School to charge students for reduced and/or paid meals for the 2015-2016 school year.

EDUCATION/TECHNOLOGY

Committee Report

4.01 Motion to approve 2015-2016 field trips for TBS, WHS, HBS and RMS.
(Attachment 4.01)

4.02 Motion to approve a petty cash fund for the Life Skills Program with a fund balance of \$150.00 with a maximum per expense limit of \$50.00.

PERSONNEL

Committee Report - Meeting scheduled for September 15, 2015

Motion to adopt 5.17

Motion: Mr. Doran

Second: Mr. Egbert

Roll Call Vote: Carried -8 yes

- 5.01 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.

Judith Jones	Elaine Powell	Trevor Ciccarino
Thomas Maiorana	Krupa Guruvayurappan	Amy Huneau
Elina Scchervinsky		

- 5.02 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Debra Reed	Instructional Aide - TBS	August 9, 2015
Dina Innocenti	Instructional Aide - RMS	August 31, 2015
Kevin Russo	Network Systems Admin.	October 2, 2015
Laurie Somma	Instructional Aide - RMS	August 31, 2015

- 5.03 Motion to accept the Superintendent's recommendation and approve the following appointments:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Hillary Hargraves-Dix (Replacing Jaclyn Carmeans)	Teacher/Special Ed (RMS) 20-01-D2/aie	\$53,280 B, Step 1	09/01/2015 – 06/30/2016
Kathleen Cascio (Replacing Nicole Morelli)	Instructional Aide (WHS) 30-04-D3/awo	\$17.05/hr NC, Step 5	09/01/2015 – 06/30/2016
Hilary Neilson (Replacing Lisa Allen)	Instructional Aide (HBS) 30-02-D3/ayp	\$18.05/hr C, Step 1	09/01/2015 – 06/30/2016
Jordan Marcus (Replacing Dina Innocenti)	Instructional Aide (RMS) 30-014-D3/axp	\$16.30/hr NC, Step 2	09/01/2015 – 06/30/2016
Dina Cirianni (Replacing Rebecca Kranz)	Instructional Aide (HBS) 30-02-D3/awh	\$16.30/hr NC, Step 2	09/01/2015 – 06/30/2016
Beth Hanrahan (Replacing Jutta Glauber)	Instructional Aide (TBS) 30-03-D3/awg	\$18.30/hr C, Step 2	09/01/2015 – 06/30/2016

Theresa Amster (Replacing Nancy Bellick)	Instrucational Aide (RMS) 30-01-D3/awv	\$16.30/hr NC, Step 2	09/01/2015 – 06/30/2016
Jutta Glauber (New Position)	Kindergarten Aide (TBS) 30-03-D3/ayo	\$17.05/hr NC, Step 5	09/01/2015 – 06/30/2016
Carrie Hornberger (Replacing Jack Kimple)	Instructional Aide (HBS) 30-02-D3/asa	\$18.30/hr C Step 2	09/08/2015 – 06/30/2016
Nancy Quinlin (Replacing Roseanne Vittiello)	Instructional Aide (RMS) 30-01-D3/ayn	\$18.61/hr NC Step 10	09/08/2015 – 06/30/2016
Tracy Pereira (Replacing Alaxandria Tragno)	Instructional Aide (WHS) 30-04-D3/axr	\$17.05/hr NC Step 5	09/08/2015 – 06/30/2016
Kimberly Pfauth (Replacing Kathleen Kirk)	Instructional Aide (TBS) 30-03-D3/auq	\$18.61/hr NC Step 10	09/08/2015 – 06/30/2016
Maureen Finn (New Position)	Instructional Aide (WHS) 30-04-D3/awp	\$17.05/hr NC Step 5	09/08/2015 – 06/30/2016
Megan Sopko (Replacing Tiffany Vocke)	Instructional Aide (HBS) 30-02D3/arv	\$18.80/hr C Step 4	09/08/2015 – 06/30/2016

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

Name	Position	Salary/Step	Effective Dates
Gregory Gormly	Teacher/PE/Health Leave Replacement Teacher – HBS (new position #)	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	9/1/2015 – 12/23/2015

- 5.08 Motion to accept the Superintendent's recommendation and approve Dorothy Calkin as a temporary substitute part-time art teacher at Readington Middle School.

- 5.09 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers for the 2015-2016 school year.

Jutta Glauber	Create a new position	30-03-D3/ayo	TBS Kindergarten Aide (full time)
Robert D'Alonzo	Transfer from: To:	20-02-D2/agm 20-02-D2/aym	HBS Teacher/PE/Health TBS .2 Teacher/PE/Health WHS .6 Teacher/PE/Health HBS .2 Teacher/PE/Health
Carrie Sivo	Transfer from: To:	20-01-D2/avr 20-02-D2/avs 20-02-D2/agm	RMS .2 Teacher/PE/Health HBS .8 Teacher/PE/Health HBS Teacher/PE/Health
Nancy Hill	Transfer from: To:	40-01-D3/akq 30-04-D3/alj	RMS .4 Cafeteria Aide RMS Instructiona Aide
Amy Ostmann	Transfer from: To:	30-04-D3/avj 30-04-D3/ayq	WHS Instructional Aide WHS Instructional Aide
Maureen Finn	Create a new position	30-04-D3/awp	WHS Instructional Aide (full time)
Delete		20-01-D2/avr 20-02-D2/avs	.2 RMS Teacher/PE/Health .8 HBS Teacher/Pe/Health

- 5.10 Motion to approve the following salary increases in recognition of the following employees' attainment of additional credits for lateral movement per RTEA Guide.

Employee Name	School	Effective Date	From step	To step
Courtney Calamito	RMS	09/01/2015	BA, Step 8	BA+15, Step 8
Denise Birmingham	RMS	09/01/2015	BA, Step 12	BA+15, Step 12

- 5.11 Motion to accept the following resignations for the purpose of retirement, with appreciation for their years of service to the Readington Township School District

Name	Position	Effective Date
Barbara Charles	Secretary/Guidance	February 2, 2016

- 5.12 Motion to approve the following rates for Substitute Teachers/Aides/nurses for the 2015-2016 School year:

- Teachers: - \$95/day
 Partial year substitute replacement teachers will be paid in accordance with regular substitute rates for the first 20 days of their assignment and will be moved to the first step of the guide on the 21st day.
- School Nurses: \$150/day
 - Teacher Aide: \$70/day
 - Clerical Aides: \$70/day

- 5.13 Motion to approve the following mentors for the 2015-2016 school year as follows:

New Staff Member	Mentor	Term
Albano, Anna/WHS	Hagan, Barbara	1/4 Year
Astorina, Antonietta/WHS	Swider, Alisa	Full Year
Corbett, Sandra/TBS	Dearstyne, Sarah	1/3 Year
Gormly, Greg/TBS	Dubroski, Ed	1/3 Year
Hargraves-Dix, Hillary/RMS	Spatz, Melissa	Full Year
Menza, Meagan-Ashley/RMS	Alber, Blair	Full Year
Morelli, Nicole/WHS	Majowka, Amy	2/3 Year
Phillips, Pamela/RMS	Tundidor, Jillian	Full Year
Rito, Monica/WHS	Tumolo, Anthony	2/3 Year
Sarmiento, Margaret/RMS	Lima, Yolanda	2/3 Year
Wright, Jeremy/TBS	Meer, Elyse	Full Year

- 5.14 Motion to accept the Superintendent's recommendation and approve the following teachers for facilitating workshops at the September 2, 2015 Inservice Day:

Teacher/Facilitator	Prep Time	Amount
Bartus, Julie	3.0 hours	\$90.00
Bengels, Emily	1.5 hours	\$45.00
Bennington, Mindy	1.5 hours	\$45.00
Daly, Will	1.5 hours	\$45.00
Dauernheim, Kristi	1.5 hours	\$45.00
Ehler, AnneMarie	1.5 hours	\$45.00
Hendershot, Carey-Ann	1.5 hours	\$45.00
Hendershot, Carey-Ann	1.5 hours	\$45.00
Hengst, Filomena	1.5 hours	\$45.00
Hengst, Filomena	3.0 hours	\$90.00
Krial, Sherry	1.5 hours	\$45.00

Krial, Sherry	1.5 hours	\$45.00
Krial, Sherry	1.5 hours	\$45.00
Krial, Sherry	3.0 hours	\$90.00
Lopes-Shreiber, Zelia	1.5 hours	\$45.00
MacDade, Katie	1.5 hours	\$45.00
MacDade, Katie	1.5 hours	\$45.00
McGivney, Beth	1.5 hours	\$45.00
Mirsky, Shaina	1.5 hours	\$45.00
Mirsky, Shaina	1.5 hours	\$45.00
Poroski, Kristin	1.5 hours	\$45.00
Sabo, Jennifer	1.5 hours	\$45.00
Sabo, Jennifer	1.5 hours	\$45.00
Smith, Elaine	1.5 hours	\$45.00

- 5.15 WHEREAS board policies 3221 and 3222 require that the board shall annually adopt evaluation rubrics for teachers and teaching staff members in accordance with N.J.A.C.6A:10-2.2(a and b) NOW THEREFORE BE IT

RESOLVED that the Readington Township Board of Education hereby adopts the Charlotte Danielson Method.

- 5.16 WHEREAS board policies 3223 and 3224 require that the board shall annually adopt evaluation rubrics for administrators in accordance with N.J.A.C.6A:10-2.2(a and b) NOW THEREFORE BE IT

RESOLVED that the Readington Township Board of Education hereby adopts the Kim Marshall Method.

- 5.17 Motion to accept the Superintendent's recommendation terminating employee 5696 in accordance with the 15 day termination clause of the employee's contract effective September 17, 2015.

COMMUNICATIONS
Committee Report

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

OPEN TO THE PUBLIC

EXECUTIVE SESSION 9:02 p.m.

Motion: Mr Egbert Second: Mrs. Simon 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, to discuss the Superintendent's Merit Goals, with no action to be taken, for approximately 30 minutes at which time the Board expects to return to Public Session with possible action to 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 from Executive Session: 9:56 p.m.

ADJOURNMENT

Motion to Adjourn at 9:56

Motion: Mr. Egbert Second: Mrs. Simon Vote: Carried -8 yes

Respectfully submitted,

**Steffi-Jo DeCasas
Business Administrator/Board Secretary**