

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 7:30 p.m.  
October 18, 2016

**MINUTES**

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

Cheryl Filler called this meeting to order at 7:30 p.m. and announced it 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, Anna Shinn, Melissa Szanto, Laura Simon, Cheryl Filler

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

**Absent:** Eric Zwerling

**Flag Salute**

**SUPERINTENDENT'S REPORT**

Presentation of Readington Township Strategic Plan and 2016-17 District Goals.

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

A parent addressed the board about requests to parents requesting provision of supplies (paper towels, soap, etc. and quality of provisions provided)

**CORRESPONDENCE**

**EXECUTIVE SESSION:** 7:57 P.M.

**Move:** Mrs. Shinn

**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 dispensation of an HIB matter 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 TO PUBLIC SESSION**                      8:44 P.M.

**ADMINISTRATIVE REPORTS**

Motion to accept Administrative reports 1.01 and 1.02

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

- 1.01    Enrollment and Drill Reports
- 1.02    Strategic Plan and District Goals Approval

**MINUTES**

Motion to adopt 2.01 - 2.04              Tabled for November meeting

- 2.01    Motion to approve Meeting Minutes September 13, 2016.
- 2.02    Motion to approve Executive Meeting Minutes September 13, 2016.
- 2.03    Motion to approve Meeting Minutes September 27, 2016.
- 2.04    Motion to approve Executive Meeting Minutes September 27, 2016.

**FINANCE/FACILITIES**

Committee Report – Mr. Goodwin provided a report for the meeting held on October 11, 2016, exclusive of 3.06 and 3.08.

Motion to adopt 3.01 – 3.12              3.06 and 3.08 Tabled until November

**Motion: Mr. Goodwin                      Second: Mrs. Simon                      Roll Call Vote: Carried -8 Yes**  
(Mr. Allen abstained from 3.02 & 3.12; Mr. Goodwin voted no to 3.12)

- 3.01 Motion to approve the **Bill List** for the period from **September 29, 2016** through **October 19, 2016** for a total amount of **\$464,746.34**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule October 18, 2016** for a total amount of **\$5,132.69**. (Attachment 3.02)
- 3.03 Motion to approve the following **Account Transfers** for September 1, 2016 through September 30, 2016. (Attachment 3.03-3.03c)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: August 31, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 2016 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.

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**Steffi-Jo DeCasas, Board Secretary**

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of August 31, 2016 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 August 31, 2016. (Attachment 3.04 & 3.04a)

- 3.05 Motion to adopt a 457 (b) Deferred Compensation Plan for District Employees and authorize an adoption agreement with OMNI third party administrator to administer said plan.
- Tabled**
- 3.06 Motion to approve the sale of Van #38 (2008 GM/Mid-Bus 16 passenger vehicle) and Bus #R6 ( 2002 BlueBird) through an Interlocal Vehicle Sale Agreement with Hunterdon County Educational Services System.
- 3.07 Motion to accept the Superintendent's recommendation to affirm the accuracy of the 2016-2017 NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance (SOA) and approve the SOA for submission to the NJ Department of Education.

**Tabled**

- 3.08 Motion to approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2016-2017 school year.
  
- 3.09 Motion to transfer the remaining balance of \$430,027.89 for the completed 2009 HVAC projects at RMS, TBS, and WHS in Fund 39 back to Capital Reserve.
  
- 3.10 Motion to approve the 2016-2017 M-1 and Comprehensive Maintenance Plan. (Attachment 3.10)
  
- 3.11 Motion to approve a tuition contract for staff member #5482's child to attend Readington Township Schools for the remainder of the 2016-2017 school year.
  
- 3.12 Resolved to approve a contract with Blue Flower Arts, LLC for the Taylor Mall speaking engagement to be held on November 15, 2016 and funded through the Shoah District Foundations Grant and the Readington Education Foundation Grant.

**EDUCATION/TECHNOLOGY**

Committee Report – Mrs. Shinn provided a report for the meeting held on October 10, 2016.

Motion to adopt 4.01 - 4.08

**Motion: Mrs. Shinn**

**Second: Mrs. Simon**

**Roll Call Vote: Carried -8 Yes**

- 4.01 Motion to accept donation from DonorsChoose.org to Dr. Joyce McGibbon's classroom at TBS. Items to be donated: 4 Bouncy Bands for Chairs, 2 Alphabetter Stand up Desks, and 2 Hokki Stools for a total value of \$743.15.
  
- 4.02 Motion to accept a donation to Readington Township Schools of 300 labels for our waste containers from Recycle Across America, a value of \$600.00.

4.03 Motion to accept the Superintendent's recommendation and approve the first read of the 2017-18 School Calendar. (Attachment 4.03)

4.04 Motion to approve the following fundraiser:

Fundraiser	School	Date	Recipient of Funds
African Library Project	RMS (Gr. 7)	November 2016 – April 2017	African Library Project for a School in Ghana or Swaziland

4.05 Motion to approve Home Instruction for student H-165 from October 10, 2016 through November 1, 2016.

4.06 Motion to adopt the following curriculum: (Attachment 4.06)

Curriculum
Grades K-8 Gifted & Talented/Enrichment Curriculum
Grades 6-8 French Curriculum

4.07 Motion to approve the following novels:

- *Animal Farm* by George Orwell
- *Lord of the Flies* by William Golding
- *Uglies* by Scott Westerfield

4.08 Motion to approve a Grade 7 Creative Writing Class field trip to Whitehouse School to share picture books with elementary students on November 3 and 4, 2016.

## **PERSONNEL**

Motion to adopt 5.01 – 5.11      Table 5.09

**Motion: Mrs. Simon**

**Second: Mr. Doran**

**Roll Call Vote: Carried -8 Yes**  
(Mr. Doran and Mr. Goodwin abstained 5.10)

- 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.

Lauren Zavodnick	Substitute Teacher/Aide
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- 5.02 Motion to accept the Superintendent's recommendation to approve the attached list as club/program advisors for the 2016-2017 school year at Holland Brook School. (Attachment 5.02)

- 5.03 Motion to accept the Superintendent's recommendation and approve the following position control changes for the 2016-17 school year.

Delete	20-03-D2/aim	Teacher/Special Ed
Create	20-03-D2/azk	Teacher/Preschool
Delete	20-03-D2/agd	Teacher/Spanish
Delete	20-04-D2/age	Teacher/Spanish
Create	20-03-D2/azl	Teacher/Spanish
Create	20-04-D2/azm	Teacher/Spanish

- 5.04 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	Salary	To Step	Revised Salary	Increase
Denise Birmingham	RMS	9/1/2016	BA+15 Step 13	\$64,790	MA Step 13	\$68,390	\$3,600

5.05 Motion to accept the Superintendent’s recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2016 Fall Teacher Academy Program:

<b>Staff Member</b>	<b>School</b>	<b>Teacher Academy Course</b>	<b>Stipend</b>
Bengels, Emily	RMS	Vocabulary Development Activities	\$135
Bennington, Mindy	RMS	Using Propaganda/Social Media to Teach the Election	\$ 90
Calamito, Courtney	RMS	Student Led Instruction in Content Areas	\$ 90
Crielly, Christine	HBS	Mindfulness	\$ 90
Daly, Will	RMS	Using Propaganda/Social Media to Teach the Election	\$ 90
Hendershot, Carey-Anne	RMS	Total Participation Techniques	\$ 90
Kovacs, Linda	HBS	Smart Notebook and Smart Board	\$135
Krayem, Michele	HBS	Reading Nonfiction: Notice and Note	\$270
Krayem, Michele	HBS	Teaching Interpretation	\$180
Krayem, Michele	HBS	What's In a Level	\$180
Krial, Sherry	BOE	School Climate Rewired	\$180
Krial, Sherry	BOE	Transitioning to One-to-One with Chromebooks	\$ 90
Krial, Sherry	BOE	Genesis Review	\$ 90
Krial, Sherry	BOE	Google Classroom	\$ 90
Krial, Sherry	BOE	Google Forms and Quizzes	\$ 90
Krial, Sherry	BOE	Smart Notebook and Smart Board	\$135
Krial, Sherry	BOE	Blended Learning	\$ 90
Krial, Sherry	BOE	District Technology Tech-Tip Open Forum	\$ 90
Krial, Sherry	BOE	Setting Up for Success!	\$540
MacDade, Katie	RMS	Google Classroom	\$ 90
Poroski, Kristin	RMS	Student Led Instruction in Content Areas	\$ 90
Rehrig, Jodi	HBS	“Flipping” Over Math Tutorials	\$180

Roarty, Ann	RMS	Ask Me About Dyslexia!	\$ 90
Roarty, Ann	RMS	Teaching Students with Dyslexia Using the "MIND Theory"	\$ 90
Tumolo, Anthony	WHS	Mindfulness	\$ 90
Tundidor, Jillian	RMS	Google Forms and Quizzes	\$90
Vance, Meryl	HBS	Reading Nonfiction: Notice and Note	\$270
Winter, Maria	HBS	Comprehension Connections: Bridges to Strategic Reading	\$180

5.06 Motion to approve an unpaid leave of absence for employee #6329 from November 7, 2016 through December 23, 2016. (if needed)

5.07 Motion to approve a change in hours and salary for the following bus drivers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Donald Schuyler	4.5 hrs/day Salary \$21,266.60	4.75hrs./day Salary \$22,448.07	09/06/2016
Kelly Hunt	6.25 hrs/day Salary \$32,704.44	7.25hrs/day Salary \$37,937.15	09/06/2016
Emerald Ridente	4.5 hrs/day Salary \$17,161.51	4.75hrs/day Salary \$18,114.95	09/06/2016
Barbara Hoff	6 hrs/day Salary \$25,656.75	6.75 hrs/day Salary \$34,636.61	09/06/2016

5.08 Motion to approve Lori Dribbon to construct set design for the RMS Musical at the rate of \$25/hour, not to exceed 12 hours.



**Tabled**

- 5.09 Motion to accept the Superintendent’s recommendation and approve the following Readington Middle School teachers as Sports Homework Room Advisors for the 2016-2017 school year at a stipend rate of \$25.00 per hour:

Advisors	Blair Alber Adam Lillia Kathryn MacDade Ryan Newcamp Jillian Tundidor
Substitute Advisors	Kristin Poroski John Rini

- 5.10 Motion to amend item 5.15 on the July 25, 2016 board agenda to increase Laurie Livesey' s compensation as Volleyball Chaperone from \$1,750.00 to a maximum of \$2,250.00.
- 5.11 Motion to approve the following teachers (Sharon Rickman, Meagan Menza, Katie MacDade & Emily Bengels) to provide 2 hours each of home instruction for student H-165 at a rate of \$30.00 per hour.

**COMMUNICATIONS**

Committee Report: Laura Simon provided a report for the meeting held on September 26, 2016.

Motion to adopt 6.01

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

- 6.01 Motion to accept the Superintendent’s recommendation to approve for first reading the following policies:

- Policy 1140 – Affirmative Action Program
- Policy 1523 – Comprehensive Equity Plan
- Policy 1530 – Equal Employment Opportunities
- Regulation 1530 – Equal Employment Opportunity Complaint Procedure
- Policy 1550 – Affirmative Action Program for Employment and Contract Practices
- Policy and Regulation 2200 – Curriculum Content
- Policy 2260 – Affirmative Action Program for School and Classroom Practices
- Policy and Regulation 2411 – Guidance Counseling
- Policy and Regulation 2423 – Bilingual and ESL Education

Policy 2610 – Educational Program Evaluation  
Policy 2622 – Student Assessment  
Policy 5750 – Equal Educational Opportunity  
Policy 5755 – Equity in Educational Programs and Services

## **UNFINISHED BUSINESS**

Mrs. Filler reviewed the Board Goals for the current school year:

1. To continue to improve communications and expand community engagement with all stakeholders.
2. To set budget parameters that maintain the depth, breadth and quality of the educational and do-curricular program while remaining fiscally accountable to the community.
3. Continue to advance the goals of individual and institutional sustainability in the district.
4. To create an Ad Hoc committee of the board to work with the Superintendent to improve teaming.
5. To prepare for, and conduct negotiations leading to a successful conclusion.
6. To provide resources to support the district's strategic plan.

## **NEW BUSINESS FROM BOARD**

Dr. DeRosa, Mr. Race and Mrs. Higgins will be presenting programs at the NJSBA conference.  
The Board discussed the use of Property by outside groups – use of newly paved parking lot.

## **OPEN TO THE PUBLIC**

## **ADJOURNMENT**

**Motion to Adjourn at 10:19 P.M.**

**Motion: Mrs. Simon**

**Second: Mrs. Shinn**

**Vote: Carried**

**Respectfully submitted,**

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