

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Work Session Meeting 6:30 p.m.  
April 12, 2016

**AGENDA**

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

This meeting is being held in compliance with the Open Public Meetings Act (NJSA 10:4-6-21) and is open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon County Democrat. Formal action may be taken.

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

**Flag Salute**

**EXECUTIVE SESSION**

**Motion:**

**Second:**

**Vote:**

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 contract negotiation of Solar PPA for approximately 60 minutes at which time the Board expects to return to Public Session with no 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**

**SUPERINTENDENT’S REPORT**

- Budget Presentation

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

For members of the Readington Township School District Community who may be joining a Meeting for the first time or would like to provide comments tonight, we're sharing the Board Policy pertaining to public comments. Thank you in advance for sharing your thoughts as per the District's Policy.

### **0167 PUBLIC PARTICIPATION IN BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:

1. All statements shall be directed to the presiding officer. No participant may address or question Board members individually unless directed by the presiding officer.
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate; Web participants will type the information in as a preface to their comments.
3. If the Board of Education is webcasting the public meeting, the "chat" feature will be on during the public comment sessions only.
4. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard and time permits.
5. In order to provide sufficient opportunity for the public to be heard, a time limit of three minutes for each participant may be observed. Webcast participants making comments via chat may only enter one 256 character comment, excluding the announcement of his/her name and place of residence, unless the presiding officer asks for clarification or further information. The President may, at his/her discretion, limit discussion on any topic.

The portion of the meeting during which the public is invited shall be limited to sixty minutes.

## **CORRESPONDENCE**

## **ADMINISTRATIVE REPORTS**

Motion to accept administrative reports 1.01

- 1.01 Enrollment and Drill Reports

## **MINUTES**

- 2.01 Motion to approve the Minutes March 8, 2016.  
2.02 Motion to approve the Executive Session Minutes March 8, 2016.  
2.03 Motion to approve the Minutes March 15, 2016.  
2.04 Motion to approve the Minutes March 23, 2016.

## **FINANCE/FACILITIES**

### **Committee Report**

Motion to adopt 3.01 – 3.05

**Motion:**

**Second:**

**Roll Call Vote:**

#### **ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

- 3.01 Motion to approve the **Bill List** for the period from **March 17, 2016** through **April 13, 2016** for a total amount of **\$2,051,716.84**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule April 12, 2016** for a total amount of **\$1,253.71** (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **March 1, 2016** through **March 31, 2016**. (Attachment 3.03-3.03a)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: February 29, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 29, 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 February 29, 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 February 29, 2016. (Attachment 3.04 & 3.04a)

3.05 Motion to award the following contracts per E-Rate RFP March 31, 2016 submissions:

Ethernet	Century Link	\$47,568 per annum, 36 month contract
Core & Access Switches with Installation	Aspire	\$228,095.81, State contract WSCA #87720

3.06 Motion to authorize the firm of Melick- Tully Associates to conduct the necessary search and retrieval of documents to substantiate the removal of tanks at Three Bridges School in 1992, for fee of \$2,093.28.

3.07 Motion to adopt the following Resolution:

**RESOLUTION OF THE READINGTON TOWNSHIP BOARD OF EDUCATION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSAL PURSUANT TO THE PUBLIC SCHOOL CONTRACTS LAW (N.J.S.A. 18A:18A-4.1(K.)) IN CONNECTION WITH READINGTON TOWNSHIP BOARD OF EDUCATION'S CONTRACT WITH A FOOD SERVICE MANAGEMENT COMPANY**

**WHEREAS**, Readington Township Board of Education ("RTBOE") desires to undertake the development and implementation of a Request for Proposal ("RFP") for contracting with a food service management company

**WHEREAS**, pursuant to the Department of Community Affairs Division of Local Government Services' Local Finance Notices 2008-20, dated December 3, 2008, and 2009-10, dated June 12, 2009, the Project may be procured through competitive contracting provisions of the Public Schools Contracts Law (N.J.S.A. 18A:18A-4.1(k)); and

**WHEREAS**, pursuant to law, specifically, N.J.S.A. 18A:18A-4.3a, RTBOE must adopt a resolution authorizing the use of competitive contracting in the procurement of the food services management Co., and the issuance of the RFP;

**NOW, THEREFORE, BE IT RESOLVED by the Readington Township Board of Education, as follows:**

1. The aforesaid recitals is incorporated herein as if set forth at length.
2. The Business Administrator, is hereby authorized, on behalf of RTBOE, to issue the RFP utilizing the competitive contracting process in compliance with the Public School Contracts Law, and from time to time may issue any addenda thereto as deemed necessary.

- 3.08 Motion to authorize reduction of the pre-school tuition charge for the 2015-16 school year in the amount of \$19.33/day replacing a credit for cancelled sessions on November 2, 3, 4, 2015 and March 21, 22, 23, 24, 2016 for 8 students.
- 3.09 Motion to authorize the Superintendent and School Business Administrator to sign a Memorandum of Understanding and file a Request for Public Assistance through the NJEM Grants System.

**EDUCATION/TECHNOLOGY**  
**Committee Report**

- 4.01 Motion to approve Hunterdon Healthcare to provide staff development training on the In-Service Day scheduled for April 22, 2016 at a rate of \$265/Stress Management and \$265/Heart Health & Nutrition (paid via NCLB funds 2015-2016).
- 4.02 Motion to accept the Superintendent’s recommendation and approve the following Student Observation Placement in the Readington Township School District as follows:

<b>Student Observer Name/School</b>	<b>Cooperating Teacher/School</b>	<b>Date/Timeframe</b>
Jennifer Delaney Hunterdon County Polytech	Michele Krayem 4 <sup>th</sup> Grade/HBS	4/7/2016 - 5/27/2016 4 hours/week
Molly Lafferty Hunterdon County Polytech	Meryl Vance 4 <sup>th</sup> Grade/HBS	4/14/2016 – 5/27/2016 4 hours/week

- 4.03 Motion to approve the following presenters to provide staff development training on the In-Service Day scheduled for April 22, 2016 (to be paid via NCLB funds 2015-2016).

<b>Presenter</b>	<b>Session</b>	<b>Amount</b>
Jeanie Franzo	Zumba	\$50.00
Lisa Gilmurray	Fitness/Exercise	\$50.00
Jennifer Morsella	Kickboxing	\$50.00
Jennifer Morsella	Pilates	\$50.00
Janet Yarka	Pilates	\$50.00

- 4.04 Motion to approve the 2015-2016 Level One Services from the New Jersey Commission for the Blind and Visually Impaired for student: S-149 at a cost of \$669.00 for the period beginning March 16, 2016 through June 30, 2016.

4.05 Motion to accept the Superintendent's recommendation and approve the revised 2016-2017 school calendar. (Attachment 4.05)

4.06 Motion to accept the Superintendent's recommendation and approve Jordan Marcus to complete his Practicum in School Psychology for the fall 2016 semester (September 1 – December 22, 2016/3 days per week) with Lauren Glick/School Psychologist at Readington Middle School as part of his studies at Seton Hall University.

**PERSONNEL**  
**Committee Report**

Motion to adopt 5.01 – 5.04, 5.06,5.08, 5.10 - 5.12

**Motion:**

**Second:**

**Roll Call Vote:**

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

5.01 Motion to acknowledge the following retirements with appreciation for their years of service:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Elaine Smith	RMS Special Education Teacher (20-01-D2/aho)	June 30, 2016
Rebecca Hinnerschietz	Payroll/Benefits Specialist 50-05-D4/ani	June 1, 2016
Geraldine Fahey	TBS Preschool Teacher 20-03-D2/aig	June 30, 2016

- 5.02 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers effective April 4, 2016:

Judy Doslik	Transfer From: To:	20-01-D2/ady 20-01-D2/ahd	RMS Teacher/Math RMS Teacher/ Interv.
Alison Myers	Transfer From: To:	20-01-D2/ahd 20-01-D2/ady	RMS Teacher/Interv. RMS Teacher/Math
Maureen Sjonell	Transfer From: To:	20-04-D2/axb 20-04-D2/ayy	WHS .7 School Nurse WHS School Nurse
	Delete	20-04-D2/avf	WHS .48 School Nurse
	Delete	20-04-D2/axb	WHS .7 School Nurse

- 5.03 Motion to accept the Superintendent's recommendation and approve additional payment of \$2,409.44 to Kristin Poroski to teach periods one on days 1 and 2 and period 8 on day 1 at Readington Middle school from April 5, 2016 through June 17, 2016.

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

Name	Position	Salary/Step	Effective Date
Margaret Sarmiento (Replacing Alicia Mitrow)	Teacher/Spanish (RMS) 20-01-D2/afl	\$59,520 MA, Step 2	09/01/2016 – 06/30/2017
Maureen Sjonell	School Nurse (WHS)	\$61,030 MA, Step 8 (prorated)- transfer	04/04/2016 – 06/30/2016
Teresa Phillips (Replacing Rebecca Hinnerschietz)	Payroll/Benefits Specialist (BOE) 50-05-D4/ani	\$50,000 Unaligned (prorated)	04/01/2016 – 06/30/2016

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

Bernadette Bilicska
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- 5.06 Motion to accept the Superintendent's recommendation and approve the following teachers for facilitating workshops at the April 22, 2016 Inservice Day:

<b>Teacher/Facilitator</b>	<b>Prep Time</b>	<b>Amount</b>
Bengels, Emily	1.5 hours	\$45.00
Bennington, Mindy	1.5 hours	\$45.00
Berkin, April	1.5 hours	\$45.00
Daly, Will	1.5 hours	\$45.00
Haberkern, Ann	1.5 hours	\$45.00
Heller, Jen	6.0 hours	\$180.00
Howard, Janet	1.5 hours	\$45.00
Kane, Ann	1.5 hours	\$45.00
Kovacs, Linda	1.5 hours	\$45.00
Krayem, Michele	1.5 hours	\$45.00
Krial, Sherry	4.5 hours	\$135.00
Mahoney, Lauren	1.5 hours	\$45.00
Singer, Stephanie	1.5 hours	\$45.00
Vance, Meryl	1.5 hours	\$45.00

- 5.07 Motion to accept the following resignation:

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Kari McGann	Supervisor of Humanities 10-05-D1/aal	June 17, 2016

- 5.08 Motion to accept the Superintendent's recommendation and approve Kevin Sanders for eight additional days as Teacher/Science, Leave Replacement Teacher, (RMS) 20-01-D2/aeh, to April 27, 2016 instead of April 15, 2016, and continue, BA Step 1 per diem rate.
- 5.09 Motion to adopt a new Bus Driver Hourly Payment Guide attachment commencing with the 2016-17 School Year. (Attachment 5.09)
- 5.10 Motion to increase the hours for Allison Stewart, Long term substitute HBS G&T Teacher, 20-02-D2/afs, from .5 to full time to provide coverage for HBS Intervention position, 20-02-D2/ayv, effective April 11, 2016.
- 5.11 Motion to temporarily transfer Rachel Gass from HBS/WHS Intervention Teacher 20-02-D2/ayv (.7) and 20-04-D2/ayw (.3) to HBS Grade 4, 20-04-D2/abw, effective April 11, 2016.



- 5.12 Motion to increase the hours for Sharon Nilsen, WHS Teacher/Intervention 20-04-D2/afz, from .5 to full time to provide coverage for WHS Intervention position 20-04-D2/ayw, effective April 12, 2016.
- 5.13 Motion to approve a medical leave with benefits for employee 50-05-D4/ani for the period 4/15/16 through 5/31/16.

## **COMMUNICATIONS**

### **Committee Report**

- 6.01 Motion to accept the Superintendent's recommendation to approve for second reading and adopt the following Policy and Regulation:
- Policy 5516 – Use of Electronic Communication and Recording Devices (ECRD)
- 6.02 Motion to accept the Superintendent's recommendation and approve for first reading the following Policies and Regulations:
- Policy 2431 Athletic Competition (Mandated)
  - Regulation 2431.2 Medical Examination Prior to Participation . . . (Mandated)
  - Policy and Regulation 5111 Eligibility of Resident/Non-Resident Students (Mandated)
  - Policy and Regulation 5310 Health Services (Mandated)
  - Policy and Regulation 5330.01 Administration of Medical Marijuana (Mandated)
  - Policy and Regulation 8462 Reporting Potentially Missing or Abused Children (Mandated)
  - Policy 9130 Public Complaints and Grievances

## **UNFINISHED BUSINESS**

## **NEW BUSINESS FROM BOARD**

Work/Action Agenda

**OPEN TO THE PUBLIC**

**ADJOURNMENT**

**Motion to Adjourn at \_\_\_\_\_**

**Motion:**

**Second:**

**Vote:**