

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Work Session 7:30
May 6, 2014

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 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:

Barbara Dobozyński	Wayne Doran	Ray Egbert
William Goodwin	Vincent Panico	Laura Simon
Eric Zwerling	Cheryl Filler	David Livingston

SUPERINTENDENT’S REPORT – 2014-2015 Budget Update

BUDGET HEARING

BE IT RESOLVED that the final budget be adopted for the 2014-15 School Year as submitted to the County Superintendent of Schools with the following line item changes resulting from the planned institution of an elementary autism program at the district’s Whitehouse School:

Decrease line 11-204-100-101	\$ 9,444
Decrease line 11-213-100-101	\$50,563
Increase line 11-214-100-101	\$60,007
Net Change in Total Budget	\$0

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2014-15 Total Expenditures	\$30,278,218	\$406,877	\$2,105,138	\$32,790,233
Less: Anticipated Revenues	\$ 3,696,206	\$406,877	\$ 6,515	\$ 4,109,598
Taxes to be Raised	\$26,582,012	\$0	\$2,098,623	\$28,680,635

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

CORRESPONDENCE – PR letter regarding Education Programs in our District

- SD letter and petition regarding reduction reduction of staff position
- GB Letter about Bus Route

ADMINISTRATIVE REPORTS

MINUTES

- 2.01 Motion to approve the Minutes April 8, 2014
- 2.02 Motion to approve the Minutes April 22, 2014

FINANCE/FACILITIES

Committee Report:

Adoption of 3.01 - 3.02

Motion:

Second:

Vote:

ROLL CALL:

Barbara Dobozyński		Wayne Doran		Ray Egbert	
William Goodwin		Vincent Panico		Laura Simon	
Eric Zwerling		Cheryl Filler		David Livingston	

- 3.01 Motion to approve the **Bill List** for the period from **April 24, 2014** through **May 7, 2014** for a total amount of **\$1,933,403.19**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule May 6, 2014** for a total amount of **\$1,953.90**. (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **March 1, 2014** through **March 31, 2014**. (Attachment 3.03)

- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: March 31, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2014 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.

Steffi-Jo DeCasas, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as March 31, 2014 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 March 31, 2014.

- 3.05 RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS FOR PROFESSIONAL SERVICES.

WHEREAS, the Readington Township Board of Education has a need to award the following professional services as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 and,

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS, the following professionals have submitted proposals indicating they will provide the services indicated as listed; and

WHEREAS, the following professionals have completed and submitted a Business Entity Disclosure Certification, required, which certifies that the following professionals have not made any reportable contributions to a political or candidate committee in the Readington Township Board of Education in the previous one year, and that the contract will prohibit the following professionals from making any reportable contributions through the term of the contract, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Readington Township authorizes Steffi-Jo DeCasas, Business Administrator/Board Secretary, to enter into a contract with the following professionals described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination Value be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that these appointments be duly advertised by the School Business Administrator in the Board's official newspaper.

READINGTON TOWNSHIP
 SCHOOL DISTRICT
 PROFESSIONAL AND
 TECHNICAL CONTRACTS
 2014-2015

Contract	Firm	2014-2015
Attorney	Fogarty & Hara	\$165/hr Partner
		\$145/hr Associate
Auditor	William Colantano	\$27,500
		\$145/hr Principal
		\$110-\$115/hr Manager
		\$80-\$100/hr Senior
		\$65/hr-\$80/hr Semi-Senior
		\$65/hr Junior
		\$30/hr ParaProf 1
		\$35/hr ParaProf 2
Architect	SSP Architectural Group	\$40/hr ParaProf 3
		\$165/hr CEO
		\$140/hr Principal
		\$130/hr Project Mgr.
		\$125/hr Architect
		\$90/hr Project Coordinator
		\$70/hr Designer
		\$75/hr Drafter
		\$125/hr Construct Adm
		\$125/hr Proj Communications Coord.
Bond Attorney	Wilentz, Golman & Spitzer	\$55/hr Adm Support
		\$500 Unsuccessful Referendum Election Documentation
		\$1,000 Successful Referendum Election Documentation
		Bond Issuance: \$5,000 Plus \$1.10 per thousand Maximum \$15,000
		Short Term Bond Anticipation Notes \$0.60 per thousand principal Minimum \$2,500
		Lease Purchase Financing \$5,000 plus \$1.10 per thousand principal
		Refunding Bond Issuance \$10,000 plus \$1.10 per thousand principal
		Hourly Rates: \$150 attorneys \$70 paralegals

Financial Advisory Services	Phoenix Advisors, LLP	Bonds: \$1.00 per \$1,000 issued Minimum \$10,000 Maximum \$17,500
		Notes: \$0.25 per 1,000 issued Minimum \$2,500
		ESIP: \$7,500-10,000
		5 Yr Lease Purchase 2,500
		Hourly Rate \$150
Accounting/Budget/Personnel/ Payroll Software & Support	Computer Solutions	\$12,072
Asbestos Management	T&M Associates	\$3,750
Drug & Alcohol Testing	Prevention Specialists	\$530
Energy Management	I-Energy Partners of NJ	\$3,250
HVAC Monitoring – RMS, TBS< WHS	Automatic Temperature Control	\$9,085
HVAC Monitoring- HBS	TBS Controls	\$5,068
Library Software	Follett Software	\$4,799
Policy Management	Strauss Esmay	\$4,135
Right to Know Management	Rullo & Juillet Associates	\$4,255
Security Monitoring	Sonitrol	\$7,608
Substitute Calling & Absence Reporting	Frontline: Aesop	\$9,140.30
Employee Application System	Applitrack	\$1,460
Work Order Systems & Building Scheduling	School Dudes	\$3,408.49
Locks, Doors, Hardware	Hunterdon Lock & Safe	\$95/hr (current prevailing wage)
Fire Alarm Service	Haig's Service Corporation	\$1,950;72.50/hr
IEP Software Program	Centris Group	\$10,587.60
Nutri-kids	Heartland	\$1,800
Web Hosting	School wires	\$15,600

3.06 Motion to appoint Brown & Brown Benefits Advisors as the district's Risk Management Consultant for 2014-15.

3.07 Motion to renew the shared services agreement with Branchburg Township for Transportation Administration and bus maintenance services.

3.08 Motion to approve the YMCA School Age Child Care Programs for the 2014-2015 school year.

3.09 Motion to approve the Consultant's List with Fees for the 2014-15 school year:

**CONSULTANT'S LIST WITH FEES
2014-2015**

Name	Discipline	Service	Fee
Green Brook Family Medicine Dr. Ronald M. Frank, MD 732-356-0266	Medical	School Physical Services	\$2,950/year
Jesse Mintz, MD 732-254-7100	Medical	Neurodevelopmental Evaluations	\$450/evaluation
Marilyn Ruiz, MD 973-898-0505	Medical	Neurodevelopmental Evaluations	\$665/evaluation
Jay D. Kuris, MD 908-788-5551	Medical	Neuropsychiatric Evaluations.	\$1,175/evaluation
Jay D. Kuris, MD 908-788-5551	Medical	Psychiatric Evaluations.	\$1,175/evaluation
Mark Cooperburg, Ph.D. 732-873-1212	Behavioral Consultation	Functional Behavior Assessments	\$240/hr + mileage/ travel time
Assistive Tek, LLC Dr. Brian Friedlander 908-852-3460	Assistive Technology Evaluations & Consultations	Assistive Technology Evaluation	\$1,000/evaluation \$300/ consultation (minimum of 2 hrs.)
Morristown Memorial Hospital Center for Human Development 973-971-5227	Child Development Center	Neurodevelopmental Evaluation	\$675
Child Development Dept. HMC 908-788-6396	Second Opinion Evaluations	Educational Psychological Speech/Language Neurodevelopmental	\$1,696 \$1,863 \$1,251 \$868
Hunterdon County ESC Pam Mills 908-439-4280 ext 4515	Second Opinion Evaluations	Educational, Psychological, Social History Speech/Language	\$400/per report \$420
Hunterdon Audiology 908-806-7676	Medical	Audiological Evaluation	\$400/evaluation
Hunterdon Medical Center 908-788-6424	Medical	Audiological Evaluation Central Auditory Eval. Both Evaluations	\$654/evaluation \$447 (\$75 per extra 15 min.) \$1,401
Pamela Moss, MD	Medical	Psychiatric Evaluation	\$1050/evaluation

908-237-4668			
Children's Therapy Services Kathleen DeStefano Maryann Huzar	Physical Therapist	Physical Therapy Eval.	\$110/per hr therapy \$350/evaluation
Patricia Thomason	Physical Therapy	In/Out of District Students	\$55/30 min. treatment session
Patricia Thomason	Physical Therapy	In/Out of District Students	\$200/evaluation
Kelli Marella	Occupational Therapy	In/Out of District Students	\$70/hr. therapy
Kelli Marella	Occupational Therapy	In/Out of District Students	\$168/evaluation
P.G. Chambers 973-829-8484	Medical	Augmentative & Assistive Tech. Eval.	\$525.00
Hybridge Learning Group	Medical	Behavior Therapy BCBA Consultation	\$65/hour \$120/hour

3.10 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board" advertised for bids for the Roof Replacement at Three Bridges School, Whitehouse School and Readington Middle School (hereinafter referred to as the "Project"); and

WHEREAS, on April 15, 2014, the Board received six (6) bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, the putative low bid was submitted by Arch Concept Construction, Inc. (hereinafter referred to as "Arch") with a base bid for the Overall Contract (OV-1) in the amount of \$917,000, together with Alternate Bid 1 in the amount of \$80,000, for a total contract sum of \$997,000; and

WHEREAS, the bid submitted by Arch is materially defective insofar as the subcontractor listed by the bidder for the electrical trade was not classified by the New Jersey Department of the Treasury, Division of Property Management and Construction (hereinafter referred to as the "DPMC") or the Schools Development Authority (hereinafter referred to as the "SDA") on the date of the bid opening, as required by the bid specifications and the applicable statutes and regulations, which is a material, nonwaivable defect; and

WHEREAS, the lowest responsible bid for this Project was submitted by Northeast Roof Maintenance, Inc. (hereinafter referred to as "Northeast") with a base bid for the Overall Contract (OV-1) in the amount of \$908,000, together with Alternate Bid 1 in the amount of \$95,000, for a total contract sum of \$1,003,000; and

WHEREAS, the bid submitted by Northeast is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Northeast;

NOW, THEREFORE, BE IT RESOLVED as follows:

The bid submitted by Arch Concept Construction, Inc. is hereby rejected as the subcontractor listed by the bidder for the electrical trade was not classified by the DPMC or the SDA on the date of the bid opening, as required by the bid specifications and the applicable statutes and regulations, which is a material, nonwaivable defect.

The Board hereby awards the contract for the Roof Replacement at Three Bridges School, Whitehouse School and Readington Middle School to Northeast Roof Maintenance, Inc. in a total contract sum of \$1,003,000, representing a base bid for the Overall Contract (OV-1) in the amount of \$908,000, together with Alternate Bid 1 in the amount of \$95,000.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

3.11 Motion to approve the following appointments for the 2014-15 school year:

Affirmative Action Officer	Karen Tucker
Anti-Bullying Coordinator	Karen Tucker
Right to Know Officer	Donald Thornton
504 Committee Coordinator	Karen Tucker
AHERA Coordinator	Donald Thornton
Substance Awareness Coordinator	Karen Tucker
Integrated Pest Management Coordinator	Donald Thornton
Chemical Hygiene Officer	Donald Thornton
Custodian of Records	Steffi-Jo DeCasas
Indoor Air Quality Designee	Donald Thornton
Public Agency Compliance Officer (PACO)	Steffi-Jo DeCasas
Certified Purchasing Agent	Steffi-Jo DeCasas
Safety & Health Designee (SAIF)	Donald Thornton

3.12 Motion to approve a settlement agreement in the matter of CK, by and through his parents, TK and AK, individually VS. HCRHS and Readington Township School District.

3.13 Motion to approve the Hunterdon County Democrat as the primary official weekly newspaper for legal notices and the Courier News and the Star Ledger as alternate daily newspapers for legal notices.

- 3.14 Be It Resolved that Investors Bank be designated as the depository of record for the Readington Township Board of Education and Be It Further Resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association.
- 3.15 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations.
- 3.16 Motion to approve the procurement of goods and services through contracts issued by the State of New Jersey, Department of the Treasury, Division of Purchase and Property as listed on attachment 3.16.
- 3.17 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit payments including electronic bill payments as deemed necessary, between scheduled board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees.
- 3.18 Motion to authorize the Business Administrator with approval of the Superintendent to make account transfers between board meetings pending ratification by the Board of Education.
- 3.19 Motion to authorize the following signatures on accounts maintained by the Board of Education:

General Fund Checking	President or Vice President, Board Secretary or Assistant Board Secretary and Superintendent (3)
Cafeteria Checking	President or Vice President, Board Secretary or Assistant Board Secretary and Superintendent (3)
Salary Checking	President or Vice President, Board Secretary or Assistant Board Secretary and Superintendent (3)
Payroll Agency Checking	President or Vice President, Board Secretary or Assistant Board Secretary and Superintendent (3)
Payroll Agency Reimbursement Account (flexible spending reimbursement)	President or Vice President, Board Secretary or Assistant Board Secretary (1)
Readington Middle School Activity Account	Principal or Assistant Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)
Whitehouse School Activity Account	Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)
Three Bridges School Activity Account	Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)
Holland Brook School Activity Account	Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)

Capital Reserve Account	Superintendent and Board Secretary or Assistant Board Secretary(2)
Emergency Reserve Account	Superintendent and Board Secretary or Assistant Board Secretary(2)
Maintenance Reserve Account	Superintendent and Board Secretary or Assistant Board Secretary(2)

3.20 Motion to authorize maintaining the following petty cash accounts:

Account Title	Balance	Expenditure Limit
Readington Middle School Petty Cash	\$100.00	\$25.00
Holland Brook School Petty Cash	\$100.00	\$25.00
Three Bridges School Petty Cash	\$100.00	\$25.00
Whitehouse School Petty Cash	\$100.00	\$25.00
Central Office Petty Cash	\$100.00	\$25.00
Pupil Services Petty Cash	\$100.00	\$25.00
Curriculum and Instruction Petty Cash	\$100.00	\$25.00
Office of Technology Petty Cash	\$100.00	\$25.00
Transportation Department Petty Cash	\$100.00	\$25.00

3.21 Motion to renew the district's dental plan options with Horizon for the period of July 1, 2014 through June 30, 2015 at the following monthly rates:

	SINGLE	FAMILY	PARENT/CHILD
Dental Option	27.71	72.68	54.37
Dental Choice	24.84	65.16	48.75
Total Care	32.26	84.62	63.32

3.22 Motion to adopt the following resolution

Resolved that the Readington Township Board of Education hereby authorizes the Business Administrator/Board Secretary to execute a gas supply model contract with the Alliance for Competitive Energy Services, South Jersey Energy Company (ACES) dated April 23, 2014 with the following contract awards:

Elizabethtown Gas \$0.04280/therm (upcharge price) 100% volume tolerance for a term of 7 months (June 1, 2014 through December 31, 2014)

Public Service Electric & Gas \$0.05320/therm (upcharge price) 100% volume tolerance for a term of 7 months (June 1, 2014 through December 31, 2014)

EDUCATION/TECHNOLOGY

Committee Report:

- 4.01 Approval for James Tucker to complete his student teaching experience with Jack Hasselbring at HBS from September to October, 2014 as part of the requirements for the Education Department at TCNJ
- 4.02 Motion to approve an extension for Home Instruction for student: H-139 through May 30, 2014 for 14 hours/wk.
- 4.03 Motion to approve an extension for Home Instruction for student: H-141 for 5 hours/wk through June 20, 2014.
- 4.04 Motion to approve an extension for Home Instruction for student: H-140 for 5 hours/wk through May 16, 2014.
- 4.05 Motion to approve Home Instruction for student: H-143. Services provided by Professional Education Services, Inc. at a rate of \$30.00 per hour. Instruction for 2 hours per/day, Monday – Friday beginning April 14, 2014 through May 23, 2014.
- 4.06 Motion to approve Sarah Buxton of Staff Development Workshops, Inc. to provide staff development training for 12 days at a rate of \$1,500 per day, for a total of \$18,000 at Readington Middle School (\$9,000 paid via NCLB funds/\$9,000 paid via IDEA funds 2014-15).
- 4.07 Motion to approve annual tuition rates for non-resident staff member whose children attend Readington schools.

GRADE	RATE
Half Day Preschool	\$2000
Kindergarten	\$3500

PERSONNEL

Committee Report:

- 5.01 Motion to approve the following staff as Holland Brook School I&RS committee members for the 2013-2014 school year:

Name	Rate
Corey, Christi	3.5 hours @ \$30.00/hr = \$105.00
Crielly, Christine	4 hours @\$30.00/hr = \$120.00
Gass, Rachel	4 hours @\$30.00/hr = \$120.00
Liskovec, Lillian	4 hours @\$30.00/hr = \$120.00
Rocha, Consuela	4 hours @\$30.00/hr = \$120.00
Rutledge, Jeanne	4 hours @\$30.00/hr = \$120.00

- 5.02 Resolved that the Board of Education accept the recommendation of the Superintendent of Schools to provide 2014-15 renewal letters to the tenured administrators with finalized salaries pending conclusion of contract negotiation as listed on attachment 5.02.
- 5.03 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2014-15 employment contracts to non-tenured administrators with finalized salaries pending conclusion of contract negotiations as listed on attachment 5.03.
- 5.04 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2014-15 renewal letters to tenured certificated staff members with finalized salaries pending conclusion of contract negotiations as listed on attachment 5.04.
- 5.05 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2014-15 employment contracts to non-tenured certificated staff members with finalized salaries pending conclusion of contract negotiations as listed on attachment 5.05.

5.06 Motion to accept the Superintendent's recommendation and approve the following teachers for curriculum writing, effective July 1- August 30, 2014 at \$30.00 per hour:

Teacher	Curriculum Writing	Amount
Daurenheim, Kristi	Kindergarten Language Arts	\$150.00
Pauch, Sarah	1 st Grade Language Arts	\$150.00
Ehler, AnneMarie	2 nd Grade Language Arts	\$150.00
Swider, Alisa	3 rd Grade Language Arts	\$150.00
Vance, Meryl	4 th Grade Language Arts	\$150.00
Haberkern, Ann	5 th Grade Language Arts	\$150.00
DelGuidice, Erica	6 th Grade Language Arts	\$150.00
Skene, Stacey	7 th Grade Language Arts	\$150.00
Wang, Mengli	8 th Grade Mandarin	\$150.00
Dauernheim, Kristi	Kindergarten Math	\$150.00
Pauch, Sarah	1 st Grade Math	\$150.00
VandeRydt, Deb	2 nd Grade Math	\$150.00
Truempy, Melissa	3 rd Grade Math	\$150.00
Krayem, Michele	4 th Grade Math	\$150.00
Krayem, Michele	5 th Grade Math	\$150.00
Ogden, Colleen	6 th Grade Math	\$450.00
Rickman, Sharon	6 th Grade Honors Math	\$450.00
Birmingham, Denise	7 th Grade Math	\$450.00
Sabo, Jennifer	8 th Grade/Pre-Algebra	\$450.00
Volpe, Krista	Algebra I	\$450.00
Ayers, Doug	Algebra II	\$450.00

- 5.07 Motion to accept the Superintendent's recommendation and approve the appointment of Peter Marro 70-01-D5/aot, as Custodian at district (replacing John Krossen, resignation), salary \$35, 220, Step3, starting May 14, 2014 through June 30, 2014.
- 5.08 Motion to approve the 2014-2015 holiday schedules for Custodians/Maintenance, Secretaries, Administrators, and Technology Staff.

COMMUNICATIONS

Committee Report:

UNFINISHED BUSINESS

- Fair Funding Resolution

NEW BUSINESS FROM BOARD/PUBLIC

- Sunset of Health Benefits

ANNOUNCEMENTS FROM THE PRESIDENT

- Green Ribbon Ceremony-July 22nd
- Ask 441 Social Media
- Delagate Assembly-May 17th
- Special Education Task Force- May 22nd
- Assorted HCSBA Items

EXECUTIVE SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss employee negotiations for approximately 20 minutes at which time the Board expects to return to Public Session. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

Motion to Adjourn at: _____

Motion:

Second:

Roll Call: