

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 7:30 p.m.  
November 15, 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**

**SUPERINTENDENT’S REPORT**

Student Achievement Results 2015-16

**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**

- D.P. letter

## **ADMINISTRATIVE REPORTS**

Motion to accept 1.01 - 1.02

**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	

1.01 Enrollment and Drill Reports

1.02 Motion to appoint Board of Education members Ray Egbert, Wayne Doran, Cheryl Filler, and Laura Simon to serve as Sick Bank Trustees for the 2016-17 school year. *(Please note that only a three-member committee is needed for Sick Bank Request consideration. One Board Member shall serve as alternate.)*

## **MINUTES**

Motion to adopt 2.01 - 2.06

**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	

- 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.
- 2.05 Motion to approve Meeting Minutes October 18, 2016.
- 2.06 Motion to approve Executive Meeting Minutes October 18, 2016

**FINANCE/FACILITIES**

**Committee Report**

Motion to adopt 3.01 – 3.11

**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 **October 20, 2016** through **November 16, 2016** for a total amount of **\$2,089,306.09**. (Attachment 3.01)
  
- 3.02 Motion to approve **District Travel Schedule November 15, 2016** for a total amount of **\$11,174.43**. (Attachment 3.02)

- 3.03 Motion to approve the following **Account Transfers** for October 1, 2016 through October 31, 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: September 30, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of September 30, 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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**Thomas Venanzi, Interim Board Secretary**

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of September 30, 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 September 30, 2016. (Attachment 3.04 & 3.04a)

- 3.05 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.
- 3.06 Motion to approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2016-2017 school year.
- 3.07 Motion to approve an Interlocal Transportation Agreement with SCESC. (Attachment 3.07)
- 3.08 Motion to adopt a resolution for participation in joint transportation services with the Hunterdon County Educational Services Commission for the 2016-17 School Year.
- 3.09 Motion to adopt the following Resolution:

**WHEREAS**, The Readington Township Board of Education has contracted with Republic Services of New Jersey, LLC d/b/a Raritan Valley Disposal, with offices located at 9 Frontage Road, Clinton, New Jersey 08809 for the period of January 1, 2014 through December 31, 2016 and

**WHEREAS**, said contract provides that the parties, may, at their option, agree to renew the contract for up to two additional one year periods, in accordance with the provisions of N.J.S.A. 18A-42, which requires that the terms and conditions of the extensions shall remain substantially the same as in the original contract, and

**WHEREAS**, the Readington Township Board of Education finds that the services provided by Republic Services are being performed in an effective and efficient manner,

**NOW THEREFORE BE IT RESOLVED** that the Readington Township Board of Education hereby renews its contract with Republic Services for the period of January 1, 2017 through December 31, 2017 for the amount of \$51,753.00, a .5% increase which does not exceed the change in index rate of .5% as of June 30, 2016 as defined by N.J.S.A. 18A: 18A-2(bb).

3.10 Motion to approve the following Resolution:

**WHEREAS**, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY 2015-16 (CAFR) and the Auditor's Management Report as prepared and submitted by Bedard, Kurowicki & Co., CPA and

**WHEREAS**, the Board of Education is required to accept the report and approve the corrective action plans for any recommendations from the auditing firm,

**NOW, THEREFORE BE IT RESOLVED** that the Readington Township Board of Education accepts and files with the Department of Education the Comprehensive Annual Financial Report and Management Report on Administrative Compliance and Performance for the Fiscal Year Ended June 30, 2016 and approves the following corrective action plan for the recommendations in the report:

Recommendation 2016-1: The district should implement procedures to ensure that the verification of payroll check distribution procedure is performed within the required 3-year time frame.

Corrective Action: The annual pay schedule that is used by the business office will include a section for entering the verification of payroll check distribution noting that the last verification was conducted on October 15, 2016.

Recommendation 2016-2: The District Report of Transported Resident Students should be properly completed to ensure that all transported students are reported correctly.

Corrective Action: The School Business Administrator will be responsible for review of the Annual District Report of Transported Resident Students prior to submission to ensure accuracy and completion of all areas of the report.

- 3.11 Motion to approve The Uncommon Thread to provide Functional Behavioral Assessments and Consultation from Board Certified Behavior Analysts for students with disabilities for the 2016-2017 school year at a cost \$34,700. (Attachment 3.11)

**EDUCATION/TECHNOLOGY**

**Committee Report**

Motion to adopt 4.01 - 4.08

**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	

- 4.01 Motion to approve the 2016-2017 Nursing Services Plan.
- 4.02 Motion to approve Gregory Gormly to observe P.E. classes in the district on October 28, 2016 as professional development.
- 4.03 Motion to accept the Superintendent’s recommendation and approve Jordan Marcus to complete his Internship in School Psychology for the spring and fall 2017 semesters (January 3 – June 30 and August 28 – December 23, 2017/5 days per week) with Lauren Glick/School Psychologist at Readington Middle School as part of his studies at Seton Hall University.
- 4.04 Motion to approve RMS students to attend the Rider University Sustainability Symposium on November 3, 2016.

4.05 Motion to approve the following fundraisers:

<b>Fundraiser</b>	<b>School</b>	<b>Date</b>	<b>Recipient of Funds</b>
Snack Sales at HBS and RMS Concerts, Drama Performances, and the Cleere Basketball Game	HBS/RMS	Various dates February 2017 through May 2017	Destination Imagination Account to defray or cover costs for Global Finals in Knoxville, Tennessee for any qualifying team
HBS JAM	HBS	February 24, 2017 (inclement weather date is March 3, 2017)	Destination Imagination Account to defray or cover costs for Global Finals in Knoxville, Tennessee for any qualifying team
Raffle	HBS/RMS	November 2016 through June 2017	Destination Imagination Account to defray or cover costs for Global Finals in Knoxville, Tennessee for any qualifying team

4.06 Motion to approve a field trip to the Asian Food Market in North Plainfield, NJ and to the Hibachi Grill & Supreme Buffet in South Plainfield, NJ, on March 17, 2017 for Grades 6-8 Mandarin students.

4.07 Motion to accept the Superintendent's recommendation to approve for second reading and adopt the 2017-2018 School Calendar. (Attachment 4.07)

4.08 Motion to approve a Home Instruction extension for student H-165 from November 1, 2016 through December 1, 2016.

**PERSONNEL**  
**Committee Report**

Motion to adopt 5.01 - 5.09

**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 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

- 5.02 Motion to accept the following resignation:

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Steffi-Jo DeCasas	School Business Administrator/ Board Secretary (District) Position 10-05-D1/aac	June 30, 2017

- 5.03 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.

Elene Weed	Substitute Teacher/Aide
Christina Spring	Substitute Teacher/Aide



5.04 Motion to approve a change in days and salary for the following transportation Nurse:

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Deborah Andreoni	4 days/week Salary \$28,937	5 days/week Salary \$36,171 (prorated)	11/17/2016

5.05 Motion to accept the Superintendent's recommendation and approve the following appointment:

<b>Name</b>	<b>Position</b>	<b>Salary/Step</b>	<b>Effective Dates</b>
Callie Kroner (replacing Diane Cornell)	.5 Personal Aide (TBS) 30-01-D3/axm	\$18.77/hr Aide C, Step 3	11/28/2016 - 6/30/2017

5.06 Motion to approve the following teachers (Sharon Rickman, Meagan Menza and Emily Bengels) to provide home instruction for student H-165 at a rate of \$30.00 per hour.

5.07 Motion to approve Special Education Chaperones at Readington Middle School for winter sports at a rate of \$25/hour.

<b>Name</b>	<b>Sport</b>
Denise Hawkins	Cheerleading
Nancy Hill	Wrestling
Jack Kimple Jillian Tundidor	Basketball
Jose Fernandez	Wrestling

5.08 Motion to approve Substitute Special Education Chaperones at a rate of \$25/hour.

Nancy Hill
Jose Fernandez
Anne Reiche

5.09 Motion to accept the Superintendent's recommendation terminating employee 6513 in accordance with the 15 day termination clause of the employee's contract effective November 30, 2016.

**COMMUNICATIONS**

**Committee Report**

Motion to adopt 6.01

**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	

6.01 Motion to accept the Superintendent's recommendation to approve for second reading and adopt the following policies and regulations:

- 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**

**NEW BUSINESS FROM BOARD**

**OPEN TO THE PUBLIC**

**ADJOURNMENT**

**Motion to Adjourn at -----**

**Motion:**

**Second:**

**Vote:**