

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 6:30  
November 11, 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:**

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

**EXECUTIVE SESSION**

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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

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 Administrative Personnel Evaluations for approximately 60 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.

**BOARD VACANCY INTERVIEWS**

**APPOINTMENT OF NEW BOARD MEMBER**

**CORRESPONDENCE**

- N.O. Political Email
- N.P. Teacher Evaluations
- S.Z. Gym Rental

**SUPERINTENDENT’S REPORT**

- District Testing Report

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

**ADMINISTRATIVE REPORTS**

Adoption of 1.02

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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

- 1.01 Enrollment and Drill Reports
- 1.02 Motion to accept the following HIB Reports: 9/23/14, 10/14/14, and 10/17/14
- 1.03 2015-16 School Calendar

**MINUTES**

Adoption of 2.01

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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

2.01 Motion to approve the Board of Education Minutes, October 14, 2014

**FINANCE/FACILITIES**

**Committee Report:**

Adoption of 3.01 – 3.11

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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 **October 1, 2014** through **November 12, 2014** for a total amount of **\$2,672,037.37**. (Attachment 3.01)

3.02 Motion to approve **District Travel Schedule November 11, 2014** for a total amount of **\$3,178.07**. Attachment 3.02

3.03 Motion to approve **Account Transfers for October 1, 2014** through **October 31, 2014**. Attachment 3.03

3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: September 30, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of September 30, 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.

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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 September 30, 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 September 30, 2014. Attachment 3.04

3.05 Motion to transfer \$2700 from Fund 61 Summer Enrichment to Fund 62 Summer Athletics to return funds originally transferred (August 20, 2013) to cover deficit.

3.06 Motion to approve the revision to the district's Facilities Use Form and Fee Schedule. Attachment 3.06 & 3.06a

3.07 Motion to adopt the following Resolution:  
**Whereas**, the Readington Township Board of Education has received an additional \$1,921 for its 2013-14 Extraordinary Aid reimbursement from the State of New Jersey, and  
**Whereas**, the Readington Township Board of Education was not notified of this increase in aid until after the close of its 2013-14 annual audit,  
**Now therefore be it**  
resolved that the Readington Township Board of Education hereby appropriates \$1,921 in extraordinary aid received to be used for account number 11-000-217-101-007-106.

3.08 Motion to apply for and accept the Exxon Mobil Volunteer Involvement Grant (Exxon Employee DS) in the amount of \$500 to be used for science supplies at Readington Middle School.

3.09 Motion to adopt the following Resolution:  
Participation in the Sustainable Jersey for Schools Certification Program

**WHEREAS** the Readington Township Board of Education (or Board of Trustees) seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools certification.

**WHEREAS** the Readington township Board of Education and district Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**WHEREAS** Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**WHEREAS** Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy, and to purchase recycled paper, energy-efficient equipment and other green product to protect our global environment.

**WHEREAS** Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future safety, and prosperity of our children.

**WHEREAS** the Readington township Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools. (See the “Create A Green Team” action. Your district Green Team can be designed from a pre-existing group within the district if desired).

**WHEREAS** Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**WHEREAS** the Readington Township Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

**THEREFORE, IT IS RESOLVED** that the Readington Township board of Education agrees to participate in Sustainable Jersey for Schools, and it is the Board’s intention to pursue certification for schools in the district.

**We hereby appoint** Donald Race, to be the district’s liaison to Sustainable Jersey for Schools.

**We do hereby recognize** Holland Brook, Readington Middle, Three Bridges, and Whitehouse Public School(s) as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

- 3.10 Motion to approve a contract addendum with I-Energy Partners to provide goods, services and materials applicable to Program Year #3 through Program Year #5 as part of the Schools for Energy Efficiency (SEE) Program at a cost of \$26,000 per year.

- 3.11 Motion to approve the following Resolution:

**WHEREAS**, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY2013-14 (CAFR) and the Annual Audit as prepared and submitted by William Colantano, CPA and

**WHEREAS**, the audit contained no audit recommendations

**NOW, THEREFORE BE IT RESOLVED** that the Annual Corrective Action Plan, noting no recommendations and no action needed, be approved and filed by the Business Administrator/Board Secretary and Superintendent of Schools with the Department of Education. Attachments 3.11 - 3.11b

**EDUCATION/TECHNOLOGY**

**Committee Report:**

Adoption of 4.01 – 4.05

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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

4.01 Motion to accept the Superintendent’s recommendation and approve the following fundraisers:

<b>Fundraiser</b>	<b>School</b>	<b>Date</b>	<b>Recipient</b>
Thanksgiving Food Drive	RMS	November 17-25, 2014	Flemington Food Pantry
Student/Faculty Volleyball Game	RMS	November 13, 2014	8 <sup>th</sup> Grade End-of-Year Events
Coupon Books: Save Around	RMS	October 31 – December 3, 2014	8 <sup>th</sup> Grade End-of-Year Events

4.02 Motion to approve Home Instruction for student H-148 beginning October 24, 2014 through December 5, 2014. Services to be provided by Professional Education Services, Inc., Glassboro, NJ at a rate of \$30.00 per hour.

4.03 Motion to approve a field trip for district Life Skills students to Hillsborough High School on November 21, 2014.

4.04 Motion to adopt curriculum for Literacy Grade 4. Attachment 4.05

- 4.05 Motion to approve Home Instruction for student H-149 beginning November 5, 2014 through January 5, 2015. Services to be provided by Silvergate Prep, Bridgewater, NJ at a rate of \$50.00 per hour for a total of 10 hours per week.

**PERSONNEL**

**Committee Report:**

Adoption of 5.01 – 5.14

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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

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

Casey Doyle
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- 5.02 Motion to accept the superintendent’s recommendation and approve a change in salary for Nancy Garrison, Bus Driver, from 5.25 hours per day at a rate of \$24.51 to 5.75 hours at a rate of \$24.51 for 178 days, effective September 15, 2014.
- 5.03 Motion to approve Stacey Skene and Colleen Ogden to provide home instruction for student: H-147 for a total of 5 hours per week beginning October 7, 2014 through November 18, 2014 at a rate of \$30.00 per hour.
- 5.04 Motion to amend motion 5.11 on the September 23, 2014 agenda to correct Jillian Tundidor’s chaperone rate from \$22.98 to \$25.18 per hour and Cheryl O’Brien’s chaperone rate from \$22.98 to \$19.71 per hour for the 2014-15 school year.

5.05 Motion to accept the following resignations:

Name	Position	Effective Date
Heather Hoagland	Special Education Aide/WHS 30-04-D3/aut	November 14, 2014
Daniel Lynch	Music Teacher/RMS 20-01-D2/agw	January 4, 2015

5.06 Motion to approve Paul Yunos as 2014-15 RMS Boys Basketball B coach at a stipend of \$3,800 (replacing Matthew Carder) and approve Adam Connelly as 2014-15 RMS Girls Basketball B Coach at a stipend of \$3,800 (replacing Paul Yunos).

5.07 Motion to accept the Superintendent's recommendation and approve the following resolution:

**WHEREAS**, the Readington township Board of Education (hereinafter referred to as the "Board") employs the following position:

(0.5) #50-02-Da/ams, at Holland Brook School

**WHEREAS**, the Board has determined that the Readington Township School District's needs can be adequately served with reducing the aforementioned position,

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby reduces position #50-02-Da/ams, effective August 26, 2014 for reasons of economy and efficiency.

5.08 Motion to accept the Superintendent's recommendation and approve the following Holland Brook School Grade Level Leaders for the 2014-15 school year:

Name	Grade Level	Stipend
Michele Krayem	4	\$500
Meryl Vance	4	\$500
Tommasina Biase	5	\$500
Colleen DiGregorio	5	\$500

5.09 Motion to approve the following Whitehouse School club advisors:

Club	Advisor	Hourly Rate	Not to Exceed	Years in Position
Art Club	Lisa Schmidt	19.71	\$711.51	1
Dance Club	Michelle Mielke	19.71	\$711.51	1
Fitness Club	Alisa Swider	19.71	\$711.51	1
Technology Club	Kristy Pieloch	25.18	\$711.51	8
Theatre Club	Anthony Tumolo	19.71	\$711.51	1



5.10 Motion to approve the following Family Program advisors at Whitehouse School

<b>Program</b>	<b>Advisor</b>	<b>Stipend</b>
Family Science	Anthony Tumolo	\$600.00
	Sharon Nilsen	\$600.00
Family Math	Cynthia Dennis	\$600.00
	Deborah VandeRydt	\$600.00

5.11 Motion to accept the Superintendent’s recommendation and approve Deborah Nazarro and Mary Ann Connelly to provide nursing oversight during home Wrestling matches, not to exceed 12 hours each, at \$30 per hour.

5.12 Motion to accept the Superintendent’s recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2014-2015 Fall/Winter Teacher Academy Program:

<b>Staff Member</b>	<b>School</b>	<b>Teacher Academy Course</b>	<b>Stipend</b>
Bennington, Mindy	RMS	Increasing Student Engagement/Discussions	\$90
Birmingham, Denise	RMS	Effects of Personality in the Classroom	\$180
Daly, William	RMS	Increasing Student Engagement/Discussions	\$90
Dribbon, Lori	TBS	Music Education Powers STEAM	\$90
Ehler, AnneMarie	TBS	Tools for Conferring	\$90
Hengst, Filomena	HBS	Discussing Teaching as a Text	\$180
Krayem, Michele	HBS	Show and Tell of Favorite Mentor Texts &Read-alouds	\$90
Krayem, Michele	HBS	Connecting with Parents	\$90
Krial, Sherry	RMS	Fine Tune Google Mail, Calendar and Drive	\$180
Pauch, Sarah	WHS	Building Reading Foundations	\$90
Pauch, Sarah	WHS	Fine Tune Google Mail, Calendar and Drive	\$180
Pauch, Sarah	WHS	SMART Notebook Beyond the Buttons	\$225
Sabo, Jennifer	RMS	The Overachievers: The Secret Lives of Driven Kids	\$270

5.13 Motion to approve Laurie Livesey as Special Education Chaperone for the Knitting Club for the 2014-2015 school year, at a rate of \$19.71/hour, not to exceed \$500.

5.14 Motion to make the following position control changes:

Eliminate position: 30-04-D3/aut FT Resource Aide at WHS (4 hrs/day)  
 Create positions: 30-04-D3/ayc PT Resource Aide at WHS (3 hrs/day)  
 30-04-D3/ayd PT Resource Aide at WHS (3 hrs/day)

Create position: 30-02-D3/aye FT Personal Aide at HBS

Eliminate position: 30-02-D3/aso FT Resource Aide at HBS  
 Create positions: 30-02-D3/aya PT Resource Aide at HBS (4 hrs/day)  
 30-02-D3/ayb PT Resource Aide at HBS (3.25 hrs/day)

Create position: 30-04-D3/axz PT Kindergarten Aide at WHS (5 hrs/day)

5.15 Motion to affirm the Superintendent's recommendation to appoint the following instructional aides pending satisfactory completion of employment requirements and emergent hire, if needed:

NAME	POSITION	STEP	EFFECTIVE DATE
Meherunisa Khan	Resource Instructional Aide-WHS 30-04-D3/aut (Part time, replacing Heather Hoagland)	\$17.64/hr, Step 8 NC 4 hrs/day (pending RTEA contract negotiations)	11/12/14-06/30/15
Jennifer Heppner	Kindergarten Aide-WHS 30-04-D3/axz (New Position-Part time)	\$15.68/hr, Step 1 NC 5 hrs/day (pending RTEA contract negotiations)	11/20/14-6/30/14

**COMMUNICATIONS**

**Committee Report:**

Adoption of 6.01

**Motion:**

**Second:**

**Vote:**

**ROLL CALL:**

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

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

Policy and Regulation 2412 – Home Instruction Due to Health Condition

Policy and Regulation 2417 – Student Intervention and Referral Services

Policy and Regulation 2481 – Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition

Policy 3283 – Electronic Communications Between Teaching Staff Members and Students

Policy 4283 – Electronic Communications Between Support Staff Members and Students

Bylaw 0151 – Organization Meeting

### **UNFINISHED BUSINESS**

- 2014-15 BOE Goal Statements:

Negotiation Committee:

- Reach a negotiated settlement with the Readington Township Education Association (RTEA) that incorporates the educational, health and safety needs/requirements of our students and represents our responsibility to and respect of our Readington community and our school staff.

Finance Committee

- Set budget parameters that maintain the depth, breadth, and quality of the educational program while remaining fiscally accountable to the community. This objective was approved by the Education/Technology Committee at its Oct. 1, 2014 meeting.

Green Committee:

- Continue to seek savings and institutional sustainability in the district.

- Discussion of Oct. 28-30, 2014 NJSBA Convention
- Reporting Committee Minutes

### **NEW BUSINESS FROM BOARD/PUBLIC**

- NJSBA Reflections

### **ANNOUNCEMENTS FROM THE PRESIDENT**

- November 18, 2014 Hunterdon County School Board Association Workshop
- December 18, 2014 BOE Holiday Breakfast 8:30-10:00

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

**Motion:**

**Second:**

**Roll Call:**