

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 6:30
November 11, 2014

MINUTES

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

David Livingston called the meeting to order at 6:32 p.m. and announced that the 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 and that formal action will be taken.

Present:

Wayne Doran, Ray Egbert, William Goodwin, Vincent Panico, Laura Simon, Cheryl Filler, V.P.
David Livingston, President

Absent:

Eric Zwerling

Also Present:

Barbara Sargent, Superintendent; Steffi-Jo De Casas, SBA/Board Secretary, Vittorio LaPira,
Board Attorney

EXECUTIVE SESSION

Motion: Mr. Doran

Second: Mrs. Filler

Vote: 8 yes; 0 no

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 and a personnel leave of absence request 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, it is not presently known when such circumstances will exist.

Motion: Mrs. Filler

Second: Mrs. Panico

Vote: 8 yes

Motion to rescind previous motion to go into Executive Session and remain in public session.

OPEN TO THE PUBLIC

President Livingston opened the meeting for public comment until 7:30 p.m.

Members of the RTEA addressed the board about the RTEA contract.

EXECUTIVE SESSION

7:30 p.m.

Motion: Mr. Doran

Second: Mrs. Simon

Vote: 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 Administrative Personnel Evaluations and a personnel leave of absence request 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, it is not presently known when such circumstances will exist.

President Livingston called the meeting back to order in public session at 8:20 p.m.

BOARD VACANCY INTERVIEWS:

The board conducted interviews with Anna Shinn and Thomas C. Wallace.

Motion: Mr. Doran

Second: Mrs. Simon

Vote: 8 yes

Motion to adopt the following Resolution:

Adjourn into Exec Session for 10 minutes to discuss the candidate interviews.

President Livingston called the meeting back to order in public session at 8:59.

APPOINTMENT OF NEW BOARD MEMBER

The board members placed the votes as follows noting their reasons for making their decision:

Egbert- Tom Wallace

Panico –Tom Wallace

Simon-Anna Shinn

Goodwin-Anna Shinn

Filler- AnnaShinn

Livingston – Tom Wallace

Doran- Anna Shinn

OATH OF OFFICE

The oath of office was administered to Mrs. Shinn and she assumed her seat on the board.

CORRESPONDENCE

- N.O. Teacher Evaluations
- N.P. Political Correspondence and email addresses
- S.Z. Gym Rental

SUPERINTENDENT'S REPORT

Dr. Sargent presented the following report:

National Education Week is November 17-21 and we are pleased to welcome a number of community members to serve as guest teachers in our schools:

- Our mayor will present a lesson to 3rd graders on local environmental highlights;
- A resident who is a professor at Raritan Valley Community College will teach a physiology lesson to our middle school students;
- Three of our board members will present various lessons in the schools;
- A local journalist has reached out to participate in this event.

This is an exciting way to embrace the expertise in our community and connect residents with our wonderful faculty.

- District Testing Report
- Review of the 2015-16 Preliminary Calendar

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

- **Sarah Dearstyne questioned why an hourly rate appeared in 5.09. It was confirmed the motion should only list the stipend amount and would be corrected.**
- **Three members of the public addressed the board about RTEA negotiations and settlement.**
- **Mr. Wallace congratulated Mrs. Shinn and thanked the board for their consideration.**

ADMINISTRATIVE REPORTS

Motion to adopt 1.02.

Motion: Mrs. Simon

Second: Mr. Doran

Roll Call Vote: 8 yes; 0 no

- 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 after investigation it was determined that all three were not to be incidents of harassment, intimidation or bullying
- 1.03 2015-16 School Calendar

MINUTES

Motion to adopt 2.01.

Motion: Mrs. Simon

Second: Mr. Panico

Roll Call Vote:

7 yes

1 abstention (Shinn)

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

FINANCE/FACILITIES

Committee Report: Mr. Goodwin provided a reported that a meeting will be held on November 12th.

Motion to adopt 3.01 – 3.1 and table 3.06.

Motion: Mr. Goodwin

Second: Mr. Panico

Roll Call Vote:

7 yes

1 astention (Shinn)

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.

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 (Tabled)
- 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 Readinton township Board of Education commits to the formation of at least on 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 2 year contract addendum with I-Energy Partners to provide goods, services and materials applicable to Program Year #3 through Program Year #4 as part of the Schools for Energy Efficiency (SEE) Program at a cost of \$26,000 per year.

A motion to amend the motion to cover Program Years 3 through Year 4 instead of Year 5 was made by Mr. Livingston, seconded by Mr. Goodwin and carried.

- 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

Motion to adopt 4.01 – 4.05

Motion: Mr. Egbert

Second: Mr. Panico

Roll Call Vote:

7 yes

1 abstention (Shinn)

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

Fundraiser	School	Date	Recipient
Thanksgiving Food Drive	RMS	November 17-25, 2014	Flemington Food Pantry
Student/Faculty Volleyball Game	RMS	November 13, 2014	8 th Grade End-of-Year Events
Coupon Books: Save Around	RMS	October 31 – December 3, 2014	8 th 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: Mr. Doran provided a report for the meeting held on November 5th.

Motion to adopt 5.01 – 5.16.

Motion: Mrs. Simon

Second: Mr. Goodwin

Roll Call Vote:

7 yes

Abstention for 5.05 and 5.13 (Doran)

1 Abstention (Shinn)

- 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

- 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 174 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	Stipend Amount	Years in Position
Art Club	Lisa Schmidt	\$711.51	1
Dance Club	Michelle Mielke	\$711.51	1
Fitness Club	Alisa Swider	\$711.51	1
Technology Club	Kristy Pieloch	\$711.51	8
Theatre Club	Anthony Tumolo	\$711.51	1

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

Program	Advisor	Stipend
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:

Staff Member	School	Teacher Academy Course	Stipend
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

- 5.16 Motion to approve an unpaid leave of absence without benefits for an employee whose name is on file with the board secretary from November 24 , 2014 through January 2, 2015.

COMMUNICATIONS

Committee Report: Mrs. Simon provided a report for the meeting held on October 22nd.

Motion to adopt 6.01.

Motion: Mr. Doran

Second: Mr. Panico

Roll Call Vote:

7 yes

1 abstention (Shinn)

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:

- Communication and Policy Committee
- Education Technology Committee
Set budget parameters that maintain the depth, breadth, and quality of the educational program while remaining fiscally accountable to the community.
- Finance Committee
Set budget parameters that maintain the depth, breadth, and quality of the educational program while remaining fiscally accountable to the community.
- Green Committee:
Continue to seek savings and institutional sustainability in the district.
- 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.
- Personnel Committee

▪ Discussion of Oct. 28-30, 2014 NJSBA Convention

- Reporting Committee Minutes

NEW BUSINESS FROM BOARD/PUBLIC

- NJSBA Reflections
- NJSBA Delegates Assembly

ANNOUNCEMENTS FROM THE PRESIDENT

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

ADJOURNMENT

Motion to Adjourn at 11:23 p.m.

Motion: Mr. Panico

Second: Mr. Simon

Vote: Carried

Respectfully submitted,

Steffi-Jo De Casas
Business Administrator/Board Secretary