

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Work Session 5:00
September 9, 2014

Minutes

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

President Livingston called the meeting to order at 5:00 p.m. and announced the meeting was 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 was taken.

Present: Barbara Dobozyński, Wayne Doran, Ray Egbert, William Goodwin (6:27), Laura Simon, Cheryl Filler, David Livingston

Absent: Vincent Panico, Eric Zwerling

Also Present: Barbara Sargent, Superintendent of Schools, Steffi-Jo DeCasas, Business Administrator/Board Secretary

EXECUTIVE SESSION 5:03

Motion: Mr. Doran Second: Mrs. Simon Roll Call Vote: Carried

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 School Security with the Chief of Police, for approximately 45 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.

President Livingston called the meeting back to order in public session at 5:54

A brief recess was called and the meeting resumed at 6:15

BOARD SELF EVALUATION AND BOARD GOALS 2014-15

Gwen Thornton from NJSBA reviewed the board self-evaluation results and led the board in a discussion about board goals for 2014-15. Discussion resulted in the following goals:

1. To continue to improve communications and expand community engagement with all stakeholders.
2. To set budget parameters that maintain the depth, breadth and quality of the educational and co-curricular program while remaining fiscally accountable to the community.
3. Continue to advance the goals of individual and institutional sustainability in the district.
4. To successfully negotiate with our bargaining unit(s).
5. To work with our administration to improve teaming.

ANNUAL ETHICS REVIEW

Mrs. Thornton also led the board in a discussion reviewing board ethics. Members received a copy of the code of ethics and signed a receipt of same.

SUPERINTENDENT'S REPORT

Dr. Sargent reported on a highly successful opening of school! Students arrived to clean and beautifully decorated classrooms. Teachers were prepared with new curricula in math and literacy, as well as new technology strategies to share with students. Transportation went smoothly, with only the minor delays to be expected during the first few days of school. The fall athletic season has begun, with teams practicing outside after school while the weather is still great.

“Back to School Nights” are scheduled for:

- Thursday, September 11th for 1st and 2nd grades at both elementary schools;
- Monday, September 15th for Kindergarten and 3rd grade at both schools;
- Tuesday, September 16th for 6th grade only at RMS;
- Wednesday, September 17th for 4th and 5th grades at Holland Brook School;
- Monday, September 22nd for 7th and 8th grade at RMS.

Dr. Sargent also conducted a presentation of draft 2014-15 District Goals with the intent of approving these at our September 23rd meeting.

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

Dr. Sargent was asked what the percentage was of teacher participation in the teacher academy program. Dr. Sargent noted she would provide those statistics at the next meeting.

CORRESPONDENCE – NG Clinton Twp. Kindergarten
AA – Enrollment Request

ADMINISTRATIVE REPORTS

MINUTES

- 2.01 Motion to approve the Board of Education Minutes, August 26, 2014.
- 2.02 Motion to approve the Executive Session Minutes, August 26, 2014.
- 2.03 Motion to approve the Minutes of Board Retreat, August 27, 2014.

COMMITTEE REPORTS:

Details for committee meetings are available on the district website.

FINANCE/FACILITIES

Committee Report: Mr. Goodwin provided a report for the August 26, 2014 meeting.

Adoption of 3.01-3.02

Motion: Mr. Goodwin Second: Mr. Egbert Roll Call Vote: Carried- 7 yes

- 3.01 Motion to approve the **Bill List** for the period from **August 28, 2014** through **September 10, 2014** for a total amount of **\$456,878.25**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule September 9, 2014** for a total amount of **\$187.58**. (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **August 1, 2014** through **August 31, 2014**. (Attachment 3.03)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: July 30, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of July 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 July 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 July 30, 2014.

- 3.05 Motion to accept a donation from Lowe's of labor and materials approximately valued at \$1200 for improvements to the RMS interior courtyard amphitheater.

EDUCATION/TECHNOLOGY

Committee Report: Mr. Livingston noted that the committee's next meeting is scheduled for October 1st.

Adoption of 4.05

Motion: Mr. Doran Second: Mrs. Dobozyński Roll Call Vote: Carried- 7 yes

- 4.01 Motion to accept the Superintendent's recommendation and approve Jemma Buccine to observe at WHS for fall 2014 for 6-8 hours as part of her pre-service teaching studies at The College of St. Elizabeth.
- 4.02 Motion to accept the Superintendent's recommendation and approve Alyssa Young to observe for 4 hours in September 2014 at Three Bridges School in assorted special education programs as part of her required coursework at Centenary College.
- 4.03 Approval for Danielle DePirri to complete her student teacher assignment with Donna Kwiatkowski-Belt and Jennifer Heller at Three Bridges School for the fall 2014 semester as part of her teacher preparation program at Rutgers University.
- 4.04 Motion to adopt Literacy curriculum for grades 1, 2 and 3. Attachment 4.04

- 4.05 Motion to amend the 2014-15 contract with Delaware Township originally approved on August 26, 2014 to an annual cost of \$43,193.

PERSONNEL

Committee Report: None

Adoption of 5.06 and 5.07

Motion: Mr. Doran Second: Mrs. Dobozyński Roll Call Vote: Carried- 7 yes

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

Matthew Carder	Heather Muscatell	April LaFlamme
Suzanne Patnaude	Cassandra Cangiano	

- 5.02 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
Dina Innocenti	Personal Aide – RMS 30-01-D3/axp (New Position-Full time)	\$ 17.03/hr, Step 6 NC (pending RTEA contract negotiations)	9/1/2014- 6/30/2015
Lauren Rittenhouse	Instructional Aide – RMS 30-01-D3/axq (New Position-Part time)	\$17.68/hr, Step 1 C (pending RTEA contract negotiations)	9/1/2014- 6/30/2015
Coron Short	Instructional Aide – RMS 30-01-D3/axo (New Position-Part time)	\$16.43/hr, Step 4 NC (pending RTEA contract negotiations)	9/1/2014- 6/30/2015
Jutta Glauber	Instructional Aide – TBS 30-03-D3/awg (Part time-replacing Nicole Morelli)	\$16.43/hr, Step 4 NC (pending RTEA contract negotiations)	9/1/2014- 6/30/2015

- 5.03 Motion to accept the Superintendent's recommendation and approve the following teacher to participate in the 2014 Summer Teacher Academy Program.

Teacher	Session	Amount
Campuzano, Yolanda	Intermediate Google Drive	\$60.00
Biase, Tommasina	Big Ideas Math	\$60.00
Kalinich, Madeline	Fantastic Forms	\$50.00

- 5.04 Motion to accept the Superintendent's recommendation and approve the following Readington Middle School teachers as advisors for Homework Rooms for the 2014-2015 school year at a stipend rate of \$25.00 per hour:

Homework Room (AM)	Jose Fernandez Colleen Ogden Krista Volpe Substitute: Sherry Krial
Homework Room (PM)	Kristin Poroski Kelly Parks Substitute: Sherry Krial

- 5.05 Motion to accept the Superintendent's recommendation and approve the following Readington Middle School teachers as advisors for Central Office Detention for the 2014-2015 school year at a stipend rate of \$30.00 per hour:

Central Office Detention	Colleen Ogden Lora Petersen Kristin Poroski Kathleen Ritter Substitute: Sherry Krial
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- 5.06 Motion to accept the following Resolution:

BE IT RESOLVED that the terms, stipulations and conditions as established in the Sidebar Agreement between the Readington Township Board of Education and the Readington Township Education Association, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Sidebar Agreement and any other documents necessary to effectuate same.

- 5.07 Motion to accept the following Resolution:

BE IT RESOLVED that the terms, stipulations and conditions as established in the Sidebar Agreement between the Readington Township Board of Education and the Readington Township Administrators' Association, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Sidebar Agreement and any other documents necessary to effectuate same.

- 5.08 Motion to accept the Superintendent’s recommendation and affirm the appointment of a teacher (long term substitute) appointment pending satisfactory completion of employment requirements and emergent hire, if needed:

NAME	POSITION	RATE	EFFECTIVE DATES
Krupa Guruvayurappan	Long Term Replacement Teacher (replacing employee# 20-02-D2/aii-LOA)	BA, Step 1 Per Diem	9/1/2014- on or about 11/24/2014

COMMUNICATIONS

Committee Report: Mrs. Simon provided a report for the meeting held on September 17, 2014.

- 6.01 Motion to accept the Superintendent’s recommendation to approve first reading of the following policies:

- Bylaw 0141 – Board Member Number and Term
- Bylaw 0143 – Board Member Election and Appointment
- Policy 3230 – Outside Activities (Teaching Staff Members)
- Policy 3240 – Professional Development for Teachers and School Leaders
- Policy 4230 – Outside Activities (Support Staff)
- Policy 4440 – Travel Expenses

UNFINISHED BUSINESS

- Board Self Evaluation
- Board Goals set

NEW BUSINESS FROM BOARD/PUBLIC

District Scheduled for QSAC review

Karen Tucker thanked the board for the Life Skills Classroom renovations.
 Lauren Mahoney recognized paraprofessional staff members especially for their contributions with the ESY program.

ANNOUNCEMENTS FROM THE PRESIDENT

Merit Goals – special meeting scheduled for Wednesday, September 17, 2014, at 7 p.m.

Motion to Adjourn at 7:21 p.m

Motion: Mrs. Simon

Second: Mrs.Dobozynski

Vote: Carried- 7 yes

Respectfully Submitted,

Steffi-Jo DeCasas
School Business Administrator/Board Secretary