

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Work Session – 7:30
March 11, 2014

MINUTES

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

President Livingston called the meeting to order at 7:30 pm and announced that the meeting was being held in compliance with the Open Public Meetings Act and 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:

Present: Barbara Dobozyński, Wayne Doran, Ray Egbert, William Goodwin, Vincent Panico, Laura Simon, Cheryl Filler, David Livingston.

Absent: Eric Zwerling

Also Present: Barbara Sargent, Supt.
Steffi-Jo DeCasas, SBA
Kari McGann, Supervisor, Humanities
Erik Yates, Supervisor Math, Science and Technology

SUPERINTENDENT’S REPORT – Curriculum update: Erik Yates and Kari McGann

OPEN TO THE PUBLIC (LIMITED TO ACTION ITEMS ON THE AGENDA) – No comments

CORRESPONDENCE – Letter from parent regarding school nutrition
- Letter from parent regarding intersection
- ESC Co-op Purchasing
- Letter from NJSBA regarding Delegate Assembly Resolution – May 17th

ADMINISTRATIVE REPORTS

1.01 Public Review of HIB Grade

Dr. Sargent explained the requirement to report the district’s self assessment HIB scores which were HBS 50 TBS 49 WHS RMS 51 District 51 out of 75 points.

She also reported two incidents – The first case at HBS on 2/28/14 and the second case at RMS on 3/3/14.

MINUTES

- 2.01 Motion to approve the Minutes January 7, 2014.
- 2.02 Motion to approve the Minutes February 11, 2014.
- 2.03 Motion to approve the Minutes February 25, 2014
- 2.04 Motion to approve the Executive Session Minutes February 25, 2014.

*Committee meeting details are available through written committee reports published on the district's website.

FINANCE/FACILITIES

Committee Report:

Adoption of 3.01 - 3.02; 3.06 - 3.09

Motion: Mr. Goodwin Second: Mr. Panico Vote: Carried-8 yes

- 3.01 Motion to approve the **Bill List** for the period from **February 27, 2014** through **March 12, 2014** for a total amount of **\$1,989,627.43**. (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule March 11, 2014** for a total amount of **\$1,678.62.00**. (Attachment 3.02)

- 3.03 Motion to approve **Account Transfers** for **February 1, 2014** through **February 28, 2014**. (Attachment 3.03)

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

- 3.05 Resolved to approve award of the following E-Rate contracts which were posted as of January 27, 2014:

Internet-Web Hosting
 Telecommunications
 Cell Phones

***3.06 Tentative Budget Adoption 2014-2015:**

BE IT RESOLVED that the tentative budget be approved for the 2014-2015 School Year and that the SBA/Board Secretary be authorized to submit the following tentative budget to the Executive county Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2014-2015 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

And to advertise said tentative budget in the Hunterdon Democrat in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at Three Bridges School, 480 Main Street, Three Bridges, NJ on April 22, 2014 for the purpose of conducting a public hearing on the budget for the 2014-2015 School Year.

*3.07 Motion authorizing execution and delivery of the following Grant Agreements and delegation of authority to the School Business Administrator for supervision of the following named School Facilities Projects and the withdrawal of \$1,098,000 from Capital Reserve for the district's local share to be incorporated into the 2014-15 annual school budget:

2014 Construction Projects						
DOE Project Number	SDA Project Number	Grant Number	Project Title	Total Project Cost	40% State Share	60% District Share
4350-030-14-1005	4350-030-14-G1SM	G5-5226	Holland Brook Elementary School Security Surveillance Upgrades	\$65,000.00	\$26,000.00	\$39,000.00
4350-050-14-1006	4350-050-14-G1SO	G5-5228	Readington Middle School Security Surveillance Upgrades	\$115,000.00	\$46,000.00	\$69,000.00
4350-060-14-1007	4350-060-14-G1SQ	G5-5230	Three Bridges Elementary School Security Surveillance Upgrades	\$60,000.00	\$24,000.00	\$36,000.00
4350-070-14-1008	4350-070-14- G1SS	G5-5232	Whitehouse Elementary School Security Surveillance Upgrades	\$70,000.00	\$28,000.00	\$42,000.00
4350-050-13-3002	4350-050-13-G1SN	G5-5227	Readington Middle School - Phase 2 of Window Replacement	\$375,000.00	\$150,000.00	\$225,000.00
4350-060-13-3003	4350-060-13-G1SP	G5-5229	Three Bridges Elementary School Roof Replacement	\$625,000.00	\$250,000.00	\$375,000.00
4350-070-13-3004	4350-070-13-G1SR	G5-5231	Whitehouse Elementary School Roof Replacement	\$520,000.00	\$208,000.00	\$312,000.00
TOTAL	ROD GRANT PROJECTS			\$1,830,000.00	\$732,000.00	\$1,098,000.00

*3.08 RESOLVED to authorize the withdrawal of \$185,000 from Capital Reserve to fund the following projects authorizing the Business Administrator/Board Secretary to include these projects in the 2014-15 Budget and to supervise these facility projects and as the District's Qualified Purchasing Agent is also authorized to solicit bids for the projects named herein, and be it further

RESOLVED that the Readington Township Board of Education hereby appoints SSP Architects, the District's architect of record, as the design consultant for the following otherwise eligible Long Range Facility Plan Projects, who will prepare all plans, specifications, drawings and necessary Long Range Facility Plan revision amendment and bid-related documents.

DOE Project Number	SDA Project Number	Grant Number	Project Title	Total Project Cost	40% State Share	100% District Share
4350-050-14-3000	NA	NA	RMS Roof	\$90,000.00	NA	\$90,000.00
4350-050-14-2000	NA	NA	RMS Life Skills Class	\$95,000.00	NA	\$95,000.00
			Subtotal:	\$185,000.00		\$185,000.00

*3.09 WHEREAS, the Readington Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C 6A.: 23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and majority of the full voting membership of the Board; and

WHEREAS, a board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel related expenses not in compliance with N.J.A.C 6A.:23B-1.1 et se., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and:

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C.6A:23B-1.2(b), to a maximum expenditure of \$75,000 for all staff and board members.

The 2013-14 budget included a maximum travel appropriation of \$75,000 for all staff and board members included in the 2014-15 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

EDUCATION/TECHNOLOGY
Committee Report:

Adoption of 4.08 - 4.09; 4:11

Move: Mr. Egbert

Second: Mrs. Simon

Roll Call Vote: Carried- 8 yes

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

Fundraiser	School	Date	Recipient
Gr. 6 Read-a-Thon	RMS	March 7, 2014	St. Hubert's Animal Shelter

4.02 Motion to accept the Superintendent's recommendation and approve Eric Trast to complete student teaching at Whitehouse School under the supervision of Teacher of Music Laurie Levesque from March to May, 2015 as part of his undergraduate teacher training at TCNJ.

4.03 Motion to accept the Superintendent's recommendation and adopt the following curriculum:

Curriculum	Grades
Writing Workshop (Unit 3)	1

4.04 Motion to accept the Superintendent's recommendation and approve the following internship placements in the Readington Township School District as follows:

Student/Placement/College	Teacher/Grade/School	Dates/Placement
Kerri Siedenbug/ Internship/Rider University	Lauren Glick/Readington Middle School	9/1/2014 – 6/30/2014
	Sara Grzenda/Whitehouse School	

- 4.05 Motion to accept the Superintendent's recommendation and approve Field Trip request for Gifted and Talented students at HBS and RMS to visit Flemington-Raritan Intermediate School on April 2 for a Creativity Coop.

- 4.06 Motion to approve the special education Extended School Year Program to occur between June 30 – August 7, 2014.

- 4.07 Motion to accept the Superintendent's recommendation to approve Home Instruction for student: H-139 for 14 hours/wk of home instruction beginning 2/24/14 through 4/24/14.

- *4.08 Motion to approve a settlement agreement in the matter of JP and KP o/b/o DP v. Readington Board of Education.

- *4.09 Resolved to approve a settlement agreement in the matter of A.R. o/b/o S.R. OAL Dk. No. 03248-20135.

- 4.10 Motion to approve Home Instruction for student: H-140 for 5 hours/wk beginning 3/4/14 through 4/4/14.

- *4.11 Motion to accept the Superintendent's recommendation and approve Field Trip request for 6th-8th grade Life Skills class at RMS to visit HRC Fitness, Hillsborough on March 20, 2014.

PERSONNEL

- 5.01 Motion to accept the Superintendent's recommendation and approve the following as Summer Sports Camp Coaches (self-sustaining program):

Camp	Coach	Rate	Dates
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Gr. 2-5 Baseball/Soccer	Edward Dubroski Paul Yunos	\$40 per hour not to exceed 18 hours total (each)	July 7-10, 2014
Gr. 2-5 Sport Fitness Games	Edward Dubroski Paul Yunos	\$40 per hour not to exceed 18 hours total (each)	July 14-17, 2014
Gr. 2-5 Golf/Tennis	Edward Dubroski Carrie Sivo	\$40 per hour not to exceed 18 hours total (each)	July 21-24, 2014
Gr. 2-5 Basketball	Jim Casertano Mark Cleere	\$40 per hour not to exceed 18 hours total (each)	July 28-31, 2014
Gr. 2-8 Lacrosse	Jim Casertano Adam Lillia	\$40 per hour not to exceed 18 hours total (each)	July 21-24, 2014
Gr. 6-8 Basketball	Paul Yunos Mark Cleere	\$40 per hour not to exceed 18 hours total (each)	June 30-July 3, 2014
Gr. 6-8 Baseball/Softball	Ryan Newcamp Paul Yunos	\$40 per hour not to exceed 18 hours total (each)	July 28-31, 2014
Gr. 6-8 Soccer	Jim Casertano Adam Lillia	\$40 per hour not to exceed 18 hours total (each)	July 14-17, 2014
Gr. 6-8 All Sports	Jim Casertano Adam Lillia	\$40 per hour not to exceed 18 hours total (each)	July 7-10, 2014

5.02 Motion to acknowledge the following retirement with appreciation for her years of service, effective June 30, 2014:

Diane Duquette	Bus Driver 80-06-D6/aoc
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5.03 Motion to accept the Superintendent's recommendation and approve Christine Crielly as Club Advisor for the Holland Brook School Philanthropic Club for the 2013-2014 school year at a stipend rate of \$711.51.

- 5.04 Motion to accept the Superintendent's recommendation to approve the following teachers to provide home instruction for student: H-139 beginning 2/24/14 through 4/24/14 at a rate of \$30.00 per hour:

Krista Volpe	Kristen Poroski	Erica Del Gudice
Ryan Newcamp	Kristen Bover	

- 5.05 Motion to accept the Superintendent's recommendation to approve Emily Bengels for 5 hours/wk of home instruction to coordinate Guided Learning Experiences for student: H-139 beginning 2/24/14 through 4/24/14 at a rate of \$30.00 per hour.

- 5.06 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2014 Teacher Academy Program:

Staff Member	School	Teacher Academy Course	Stipend
Hamma, Matthew	BOE	RMS Lesson Planner/Gradebook	\$135
Hamma, Matthew	BOE	Elementary Lesson Planner	\$135
Hamma, Matthew	BOE	HBS Lesson Planner/Gradebook	\$135

- 5.07 Motion to approve a change in salary and hours for bus driver, Nancy Garrison, from, 5.25 hours at a salary of \$22,844.01 to 5.75 hours at a salary of \$23,757.53 effective Monday March 3, 2014 for additional Readington Middle School p.m. route.

- 5.08 Motion to approve a change in hours and salary for bus driver, Barbara Hoff, from 5.75 hours at a salary of \$28,360.44 to 6 hours at a salary of \$28,946.32 effective February 17, 2014 for additional student on a.m. route.

- 5.09 Motion to accept the Superintendent's recommendation and approve the appointment of Valerie Steen Zanardi, 20-04-D2/akm, as Media Specialist at WHS (replacing Susan Cunningham, retirement), salary \$60,140.00, MA, Step8, starting April 1, 2014.

- 5.10 Motion to accept the Superintendent's recommendation and approve Kathryn MacDade as a Homework Room advisor for the 2013-2014 school year at a stipend rate of \$25.00 per hour.

- 5.11 Motion to approve Melissa Spatz as a Special Education Chaperone for Track at a rate of \$22.98/hour, not to exceed \$2,500, from March 10 – June 10, 2014.

- 5.12 Motion to approve Denise Hawkins as a special education Chaperone at a rate of \$19.17/hour not to exceed \$2,500 effective March 10 June 10, 2014.
- 5.13 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

Nicole Torpey	Zinna Mongillo	Amanda Goldstein	Amanda Gomba
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COMMUNICATIONS

Committee Report: Mrs. Simon reported on the meeting held on March 5, 2014.

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

- 1240 Evaluation of Superintendent
- 3221 Evaluation of Teachers
- 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- 3223 Evaluation of Administrators, Excluding Principals, VP, and AP
- 3224 Evaluation of Principals, VP, and AP

UNFINISHED BUSINESS

- Inquired about status of bus advertising – the finance committee will continue discussions regarding advertising parameters prior to further pursuit of this issue with EIRC

NEW BUSINESS FROM BOARD/PUBLIC

- ESC Board of Directors Meeting – Mrs. Filler
- NJSBA – Mr. Egbert

ANNOUNCEMENTS FROM THE PRESIDENT

- S441 Policy adoption for electronic communications

EXECUTIVE SESSION

8:59 – 10:18

Motion: Mr. Panico

Second: Mrs. Simon

Vote: Carried - 8 yes

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss Superintendent's Contract Renewal 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, if is not presently known when such circumstances will exist.

Motion to Adjourn at: 10:18

Motion: Mr. Panico

Second: Mrs. Simon

Vote: Carried