

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room

Work/Action Meeting 6:00 p.m.

February 7, 2017

MINUTES

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

Laura Simon called the meeting to order at 6:00 p.m. and announced that the meeting was being held in compliance with the Open Public Meetings Act (NJSA 10:4-6-21) and was 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: Christopher Allen, Wayne Doran, Ray Egbert, Cheryl Filler, Melissa Szanto, Eric Zwerling, Laura Simon

Also Present: Barbara Sargent, Superintendent, Thomas Venanzi, Interim Business Administrator/Board Secretary

Absent: Anna Shinn, Thomas Wallace

SUPERINTENDENT'S REPORT

- Budget Review
 - Curriculum and Instruction
 - Pupil Services
 - Technology
- Academic Program and Placement

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

CORRESPONDENCE

- R.H. email of 1/23/17

ADMINISTRATIVE REPORTS

1.01 Enrollment and Drill Reports

MINUTES

- 2.01 Motion to approve the Meeting Minutes January 17, 2017
- 2.02 Motion to approve the Executive Meeting Minutes January 17, 2017

FINANCE/FACILITIES

Committee Report – Mr. Egbert provided a report for the meeting held on February 1, 2017.

Motion to adopt 3.01 – 3.04

Motion: Mrs. Filler Second: Mr. Egbert Roll Call Vote: Carried –7 Yes
(Mrs. Simon abstained 3.02)

- 3.01 Motion to approve the **Bill List** for the period from **January 19, 2017** through **February 8, 2017** for a total amount of **\$1,354,939.31**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule February 7, 2017** for a total amount of **\$2,264.01**. (Attachment 3.02)
- 3.03 Motion to approve the Integrated Preschool Program tuition rate of \$375.00 per month for the 2017-2018 school year.
- 3.04 Motion to approve the following resolution:

LET IT BE RESOLVED, that effective March 1, 2017, pursuant to the provisions of N.J.S.A. 52:14-15h and Board Policy 6511 which will then be in effect, the Readington Township School District is authorized to institute electronic fund transfer for the transaction of net pay for all district employees via electronic fund transfer, including direct deposit, through the services provided by the Board's banking institution Investors Bank.

BE IT FURTHER RESOLVED, that the Business Office of the Readington Township School District is hereby instructed and required to maintain adequate documentation of the transactions so that said transactions may be audited as provided by law.

Duly adopted by the Board of Education of the Readington Township School District at its meeting held on February 7, 2017, at which meeting a quorum was present.

- 3.05 Motion to accept an ExxonMobil Educational Alliance grant in the amount of \$500.00 for Holland Brook School to be used for a science and/or math related activity.

- 3.06 Motion to accept an Exxon Mobil Volunteer grant in the amount of \$2000.00 for Holland Brook School to be used for Science and/or Math related activity.
- 3.07 Motion to adopt a resolution to participate in a joint transportation agreement with the Warren County Special Services School District to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations for the 2017-18 School Year. (Attachment 3.07)
- 3.08 Motion to approve an expansion to the Readington Recreation Summer camp 2017 program to include 6th - 8th graders which will include various transportation trips. (Attachment 3.08)
- 3.09 Motion to adopt the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY APPROVING, ON FIRST READING, A REFUNDING SCHOOL BOND ORDINANCE PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING REFUNDING SCHOOL BONDS DATED DECEMBER 14, 2006

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY as follows:

Section 1. The Refunding Bond Ordinance attached hereto as Exhibit A is hereby approved. Bond Counsel is hereby authorized and directed to publish the required notice of public hearing for the Refunding Bond Ordinance to be held on March 28, 2017 in The Record, in the form and at the time required by N.J.S.A. 18A:24-61.4.

Section 2. This resolution shall take effect immediately.

EXHIBIT A

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING REFUNDING SCHOOL BONDS, SERIES 2006 DATED DECEMBER 14, 2006, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$10,000,000, AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$9,800,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS TO EFFECT SUCH REFUNDING

WHEREAS, on December 14, 2006, The Board of Education of the Township of Readington in the County of Hunterdon, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) issued \$10,000,000 aggregate principal amount of tax-exempt Refunding School Bonds, Series 2006 dated December 14, 2006 (the "2006 Refunding

School Bonds”); and

WHEREAS, the Board has determined that the current tax-exempt interest rate environment may enable it to realize going-forward debt service savings for property taxpayers residing in the School District through the issuance by the Board of Refunding School Bonds (the “Refunding School Bonds”) to refund all or a portion of the \$9,485,000 aggregate principal amount of the outstanding 2006 Refunding School Bonds maturing on or after July 15, 2018 (the “Refunded Bonds”); and

WHEREAS, in efforts to realize such taxpayer savings, the Board now desires to adopt and enact a refunding school bond ordinance (the “Refunding Bond Ordinance”) authorizing the issuance of the Refunding School Bonds in an aggregate principal amount not to exceed \$9,800,000 (the “Refunding School Bonds”), in one or more series of Bonds, the net proceeds of which shall be used to refund all or a portion of the Refunded Bonds in accordance with their terms; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board is hereby authorized to refund all or a portion of the \$9,485,000 aggregate principal amount of the outstanding 2006 School Bonds maturing on or after July 15, 2018.

Section 2. In order to finance the cost of the purposes set forth in Section 1 hereof, the Board is hereby authorized to issue not to exceed \$9,800,000 aggregate principal amount of Refunding School Bonds, all in accordance with the requirements of N.J.S.A. 18A:24-61 through 62, which Refunding School Bonds may be issued in one or more multiple series.

Section 3. An aggregate amount not exceeding \$125,000 may be allocated from the aggregate principal amount of the Refunding School Bonds to pay for the aggregate costs of issuance for the Refunding School Bonds, including, but not limited to, bond insurance premiums, underwriting fees, official statement printing fees, public advertisement expenses, refunding verification agent fees, refunding escrow agent fees, bond counsel fees and other expenses in connection therewith.

Section 4. The purpose of the issuance of the Refunding School Bonds is to realize net present value interest cost savings for property taxpayers residing in the School District (“net” meaning savings after payment of all costs of issuance of the Refunding School Bonds). Applicable State requirements mandate that such net present value interest cost savings equal at least 3% of the principal amount of the Refunded Bonds. In addition, the issuance of the Refunding School Bonds shall comply with the provisions of N.J.A.C. 5:30-2.5, including that within 10 days of the date of the closing on the Refunding School Bonds, the Business Administrator/Board Secretary shall file a report with the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs setting forth (a) a comparison of the Refunding School Bonds’ debt

service and the Refunded Bonds' debt service, which comparison shall set forth the present value savings achieved by the issuance of the Refunding School Bonds; (b) a summary of the issuance of the Refunding School Bonds; (c) an itemized accounting of all costs of issuance in connection with the issuance of the Refunding School Bonds; and (d) a certification of the Business Administrator/Board Secretary that (i) all of the conditions of Section (b) of N.J.A.C. 5:30-2.5 have been met, and (ii) a resolution authorizing the issuance of the Refunding School Bonds, adopted pursuant to 18A:24-61.5(b), was approved by a two-thirds vote of the full membership of the Board.

Section 5. The Supplemental Debt Statement required by N.J.S.A. 18A:24-16 and N.J.S.A. 18A:24-61.4 has been duly prepared and filed in the Office of the Clerk of the Township of Readington, in the County of Hunterdon, State of New Jersey (the "Township") and in the Office of the Business Administrator/Board Secretary as of the date of approval of this Refunding Bond Ordinance and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs, and such Statement shows that the gross debt of the Township is increased by \$315,000 as a result of the authorization of the Refunding School Bonds.

Section 6. The Board covenants to maintain the exclusion from gross income under Section 103(a) of the Internal Revenue Code of 1986, as amended, of the interest on all Refunding School Bonds issued under this Refunding Bond Ordinance.

Section 7. This Refunding Bond Ordinance shall take effect upon final adoption hereof.

- 3.10 Motion to approve the Superintendent's recommendation and allow the use of Holland Brook school for Hunterdon County EdTech Fest on August 16, 2017 at no cost.

EDUCATION/TECHNOLOGY

Committee Report

Motion to adopt 4.01 - 4.06

Motion: Mr. Egbert

Second: Mr. Doran

Roll Call Vote: Carried -7 Yes

- 4.01 Motion to approve a tuition agreement with Delaware Township School District sending one student to Readington Township for the 2016-17 School Year at an annual tuition rate of \$15,720.00.

- 4.02 Motion to approve honorarium payments to the following presenters for staff development training to be provided on the In-Service Day scheduled for February 17, 2017 (to be paid via NCLB funds 2016-2017).

| Presenter | Session | Amount |
|--------------------|---|---------------|
| Alison Levine | Yoga Tune-Up/A Life in Balance | \$50.00 |
| Dr. Darren Orr | Release Stress to Heal and Find Peace | \$50.00 |
| Dr. Jodi Dinnerman | Understanding & Managing Teacher Stress | \$50.00 |
| Janet Yarka | Pilates | \$50.00 |
| Jeanie Franzo | Zumba | \$50.00 |
| Kimberly Zupko | Yoga Tune-Up/A Life in Balance | \$50.00 |

- 4.03 Motion to approve home instruction for student H-166 effective January 16, 2017 through February 24, 2017. Duration will be approximately 6 weeks. Services provided by High Focus Center, Branchburg, NJ at a rate of \$30.00 per hour.
- 4.04 Motion to approve a field trip to TGI Fridays in Bridgewater, NJ, on February 8, 2017 for Life Skills students. (This trip replaces the previously approved trip to Friendly's in Somerville, now out of business.)
- 4.05 Motion to approve a Home Instruction extension for student H-165 from February 2, 2017 through April 1, 2017
- 4.06 Motion to approve a Pre-School walking trip to the Three Bridges post office on February 10, 2017.
- 4.07 Motion to approve the following fundraiser:

| Fundraiser | School | Date | Recipient of Funds |
|-------------------|---------------|-----------------------|----------------------------------|
| Spring Car Wash | RMS | Saturday, May 6, 2017 | Readington Athletic Booster Club |

- 4.08 Motion to approve Kayla Bernadette Nugent to shadow Occupational Therapist Kelly Marella for one day in preparation for upcoming coursework at Seton Hall University.
- 4.09 Motion to accept the Superintendent's recommendation and approve the following Students to complete a Spring 2017 Practicum as part of their pre-service requirement to student teaching and education program in the Readington Township School District as follows:

| <u>Student Observer Name/School</u> | <u>Cooperating Teacher and/or School</u> |
|--------------------------------------|---|
| Megan Reilly/TCNJ CJ Stutera/TCNJ | Mrs. Lori Dribbon/HBS |
| Victoria Weniger/TCNJ | Mr. Jack Hasselbring/RMS |
| Anna Lilley/Liberty University | Pre-school classes/TBS (not to exceed 5 hours) |

- 4.10 Motion to approve the updated list of textbooks, instructional resources and publishers to be used to implement the curriculum for the 2016-2017 school year. (Attachment 4.10)
- 4.11 Motion to approve a field trip to the Mayo Performing Arts Center in Morristown, NJ, on April 25, 2017 for Three Bridges School Grade 2 students. (This trip replaces the Previously approved trip to the Rvcc Theater.)

PERSONNEL

Committee Report – Mrs. Szanto provided a report for the meeting held on January 31, 2017.

Motion to adopt 5.01 - 5.08; 5.13

Motion: Mrs. Filler Second: Mr. Egbert Roll Call Vote: Carried -7 Yes

- 5.01 Motion to accept the following resignation:

| NAME | POSITION | EFFECTIVE DATE |
|------------------|---------------------------|-----------------------|
| Bernard Karmondi | Custodian 70-05-D5/apl | February 7, 2017 |

- 5.02 Motion to approve for employee #5326 to be granted unpaid leave of absence for February 22, 23, and 24, 2017.
- 5.03 Motion to approve an unpaid leave of absence for employee #6016 from January 24, 2017 through April 18, 2017.
- 5.04 Motion to accept the Superintendent's recommendation terminating employee #6512 in accordance with the 60 day termination clause of the employee's contract effective April 7, 2017.
- 5.05 Motion to accept the Superintendent's recommendation and approve the following teachers for facilitating workshops on the February 17, 2017 Inservice Day:

| Teacher/Facilitator | Session | Prep Time | Amount |
|----------------------------|------------------------------------|------------------|---------------|
| Bengels, Emily | Vocabulary Development Activities | 1.5 hours | \$45.00 |
| Birmingham, Denise | Get them Moving! | 1.5 hours | \$45.00 |
| Crielly, Christine | Mindfulness | 1.5 hours | \$45.00 |
| Dauernheim, Kristi | Reading and Writing Workshops | 3.0 hours | \$90.00 |
| Dauernheim, Kristi | Primary Make & Take - Math Daily 5 | 3.0 hours | \$90.00 |

| | | | |
|-------------------------|--|-----------|----------|
| Fitzgerald, Tracy | Be Creative | 6.0 hours | \$180.00 |
| Gibbons, Heather | Google Teacher Forms | 6.0 hours | \$180.00 |
| Haberkern, Ann | DE Streaming | 1.5 hours | \$45.00 |
| Heller, Jen | Project Read | 1.5 hours | \$45.00 |
| Hendershot, Carey-Anne | Big Ideas Math Online Assessments | 3.0 hours | \$90.00 |
| Kovacs, Linda | Makey Makey | 3.0 hours | \$90.00 |
| Krayem, Michele | NGSS Share-Out Grade 4 | 3.0 hours | \$90.00 |
| Krial, Sherry | Introduction to SymbalooEDU | 3.0 hours | \$90.00 |
| Krial, Sherry | Google Classroom | 1.5 hours | \$45.00 |
| Krial, Sherry | Google Drive Organizational Tips | 3.0 hours | \$90.00 |
| Krial, Sherry | Google Forms and Quizzes | 1.5 hours | \$45.00 |
| Kwiatkowski-Belt, Donna | NGSS Share-Out Grade 2 | 3.0 hours | \$90.00 |
| Lewis, Christine | NGSS Share-Out Grade 3 | 3.0 hours | \$90.00 |
| MacDade, Kathryn | Teach Like A Pirate | 1.5 hours | \$45.00 |
| Mielke, Michelle | NGSS Share-Out Grade 1 | 3.0 hours | \$90.00 |
| Nabozny, Jill | STEM Resources K-5 | 3.0 hours | \$90.00 |
| Petersen, Lora | What is Coding? | 3.0 hours | \$90.00 |
| Rehrig, Jodi | "Flipping" Over Math Tutorials | 1.5 hours | \$45.00 |
| Reilly, Linda | SMART Notebook: Creating Collaborating | 3.0 hours | \$90.00 |
| Riess, Linda | NGSS Share-Out Grade 5 | 3.0 hours | \$90.00 |
| Riess, Linda | SMART Notebook: Creating Collaborating | 3.0 hours | \$90.00 |
| Roarty, Ann | Google Teacher Forms | 6.0 hours | \$180.00 |
| Schlosser, Arlene | NGSS Share-Out Kindergarten | 3.0 hours | \$90.00 |
| Singer, Stephanie | Makerspace District Articulation | 3.0 hours | \$90.00 |

| | | | |
|-----------------|--------------------------------|-----------|---------|
| Tumolo, Anthony | Mindfulness | 1.5 hours | \$45.00 |
| Winter, Maria | Blended Learning: Using Edmodo | 3.0 hours | \$90.00 |

- 5.06 Motion to approve the following teachers (Sharon Rickman, Meagan Menza & Emily Bengels) to provide home instruction for student H-165 at a rate of \$30.00 per hour.
- 5.07 Motion to approve Nancy Hara (RMS) 45 additional minutes a week at her contractual rate to provide in-class academic support.
- 5.08 Motion to approve Debra Nazzaro to be paid at her contractual rate for being the nurse at the DI Jam on February 24, 2017 (rain date is March 3, 2017).
- 5.09 Motion to approve the 2017-2018 Holiday Schedules for Custodians/Maintenance, Secretaries, Administrators, and Technology Staff. (Attachment 5.09)
- 5.10 Motion to approve the following salary increases in recognition of the following employees' attainment of additional credits for lateral movement per RTEA Guide.

| Employee Name | School | Effective Date | From Step | Salary | To Step | Revised Salary | Increase |
|----------------------|---------------|-----------------------|------------------|---------------|----------------|-----------------------|---------------------|
| Mary McGivney | RMS | 3/1/2017 | BA+15 Step 17 | \$73,170 | MA Step 17 | \$76,770 | \$3,600 prorated |
| Yolanda Lima | RMS | 3/1/2017 | BA Step 14 | \$64,985 | MA Step 14 | \$70,185 | \$5,200 prorated |

- 5.11 Motion to approve for employee #1970 to be granted an unpaid leave of absence from March 22 to March 27, 2017 (4 days). (Attachment 5.11)

5.12 Motion to approve the following HBS club and club advisors for the 2016-2017 school year:

| Club | Advisors | Stipend |
|--------------------|--------------------|----------|
| Spring Sports Club | Jonathan Nakonechy | \$355.75 |
| | Carrie Sivo | \$355.75 |

5.13 Motion to accept the following resolution:

WHEREAS, at all relevant times hereto, the Readington Township Board of Education (hereinafter referred to as the "Board") and the Readington Township Education Association (hereinafter referred to as the "Association") were parties to a Collective Negotiations Agreement (hereinafter referred to as the "CNA"); and

WHEREAS, it is recognized that the Association is the sole bargaining representative for teachers employed by the Board; and

WHEREAS, Grievant Number 1 and Grievant Number 2 (hereinafter referred to collectively as the "Grievants") are members of the Association; and

WHEREAS, the Association initiated grievances on behalf of the Grievants, claiming that the Grievants were entitled to compensation because the benefits they received from AmeriHealth Insurance Company of New Jersey (hereinafter referred to as "AmeriHealth") were allegedly less than those required by the CNA; and

WHEREAS, the Grievances were denied at Levels one, two, and three; and

WHEREAS, the Association has invoked Level four of the grievance procedure by submitting the Grievances for binding arbitration; and

WHEREAS, the parties are desirous of resolving this matter through amicable negotiations; and

WHEREAS, the parties have reached a voluntary settlement in this matter that shall pay Grievant Number 1 \$45 in consideration for the withdrawal of both grievances with prejudice and a waiver of the right to file for arbitration in this matter; and

WHEREAS, Grievant Number 1 will refund the \$45 to the Board once she receives the outstanding payment from AmeriHealth.

NOW THEREFORE, BE IT RESOLVED, that the Board hereby approves settlement that Shall be paid to Grievant Number 1 in the amount of a \$45 which is the amount she is awaiting reimbursement of from AmeriHealth, subject to the terms and conditions of a Settlement agreement and Release which the Board Attorney is hereby authorized to draft; and

BE IT FURTHER RESOLVED that the Board President and the Interim Business Administrator/Board Secretary are hereby authorized and directed to execute any documents necessary to effectuate the terms of the Settlement Agreement.

COMMUNICATIONS

Committee Report - None

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

- Mrs. Filler referred to the student survey conducted at Three Bridges School regarding the food program. She suggested that more healthier options should be offered to students at the elementary level.
- Mr. Zwerling raised some questions about a concern raised by a parent on cleaning products used in the schools and offered his expertise when this matter is investigated further.

OPEN TO THE PUBLIC

EXECUTIVE SESSION 7:58 p.m.

Motion: Mrs. Filler

Second: Mr. Doran

Roll Call Vote: Carried -7 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 RTEA negotiations for approximately 30 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.

RETURN TO PUBLIC SESSION 8:38 p.m.

ADJOURNMENT

Motion to Adjourn at 8:39

Motion: Mr. Doran

Second: Mrs. Filler

Vote: 7 Yes; 0 No

Respectfully submitted,

**Thomas Venanzi
Interim Business Administrator/Board Secretary**