

READINGTON TOWNSHIP BOARD OF EDUCATION

Readington Middle School

Regular Meeting 7:00

January 20, 2015

MINUTES

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

Cheryl Filler called the meeting to order at 7:00 p.m. and announced that the meeting is being held in compliance with the Open Public Meetings Act (NJSA 10:4-6-21) 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: Christopher Allen, Wayne Doran, Ray Egbert, William Goodwin (7:12), Vincent Panico (7:25), Anna Shinn, Eric Zwerling, Laura Simon, Cheryl Filler

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

SUPERINTENDENT'S REPORT

- Presentation by Principal Sharon Moffat about RMS initiatives: Mandarin, Financial Literacy, Student Advisory Committee, Innovation and Design, Literacy and Classroom Walkthroughs.

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

No questions or comments

CORRESPONDENCE

- L.S. Email
- C.H Email
- K.F. Email
- C.M. Email
- T.B. Email
- Letter from former President David Livingston

ADMINISTRATIVE REPORTS

Motion to adopt 1.02 - 1.03

Motion: Mr. Doran

Second: Mrs. Simon

Roll Call Vote: Carried 9-yes

1.01 Enrollment and Drill Reports

1.02 Motion to affirm the following HIB findings as reported to the by the Superintendent of Schools:

Incident Date	School	Finding
12-11-2014	RMS	No HIB
1-9-2015	RMS	No HIB

1.03 Motion to adopt the following resolution:

Resolved that the RTBOE hereby supports that a proposed equivalency NJQSAC application be submitted to the State of New Jersey, Dept. of Education in accordance with N.J.A.C. 6A:5; N.J.A.C. 6A:5-1; or N.J.A.C. 6A:5-1.1.

MINUTES

Motion to adopt 2.01

Motion: Mr. Egbert

Second: Mrs. Shinn

Roll Call Vote: Carried -9 yes

2.01 Motion to approve the Minutes January 6, 2015.

Committee reports are available for review on the district website.

FINANCE/FACILITIES

Committee Report: Mr. Goodwin announced the Committee will hold budget review sessions on January 27th, February 3rd, February 10th and February 24th. The sessions are open to the public.

Motion to adopt 3.01 – 3.07

**Motion: Mr. Doran Second: Mr. Goodwin Roll Call Vote: 9 yes
Mr. Allen abstained 3.03a**

- 3.01 Motion to approve the **Bill List** for the period from **January 8, 2015** through **January 21, 2015** for a total amount of **\$583,787.46**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule January 20, 2015** for a total amount of **\$2,971.87**. (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **December 1, 2014** through **December 31, 2014**. (Attachment 3.03-3.03a)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM
STATUS: December 31, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of December 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.
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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 December 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 December 31, 2014. (Attachment 3.04-3.04a)
- 3.05 Motion to approve a Joint Transportation Contract #69.306 with Hunterdon Central Regional High School District serving as host for the period of October 28, 2014 through June 30, 2015 at a cost of \$18125.00.

3.06 Motion to approve the tuition rate of \$350.00 per month for the 2015-2016 Integrated Preschool Program, with a Transportation option for an additional amount of \$90.00 per month.

3.07 Motion to adopt the following Resolution:

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") and Tewksbury Board of Education (hereinafter referred to as "Tewksbury") are parties to a Shared Services Agreement (hereinafter referred to as the "Agreement") for the subcontracting of the Board's technology support services to Tewksbury for the 2013-2014 and 2014-2015 school years; and

WHEREAS, the Board has determined that it is in its best interest to continue subcontracting the services of the Board's technology support services in accordance with the terms of the attached Addendum to the Agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the terms of the attached Addendum to the Shared Services Agreement between Tewksbury and the Board and agrees to be bound by the terms and conditions thereof.

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

EDUCATION/TECHNOLOGY

Committee Report:

Motion to adopt 4.01 – 4.08

Motion: Mrs. Simon Second: Mrs. Shinn Roll Call Vote: Carried -9 yes

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

Fundraiser	School	Date	Recipient
"Soup"er Bowl	Readington Middle School	January 26-30, 2015	Flemington Food Pantry
Valentine Carnation Sale	Readington Middle School	February 12, 2015	RMS Nature and Garden Club

- 4.02 Motion to approve Erin McNaught from TCNJ will student teach March 16 through May 8, 2015 with Michele Krayem at Holland Brook School.
- 4.03 Motion to approve the special education Extended School Year Program to occur between June 29 - August 6, 2015.
- 4.04 Motion to approve the following **Raritan Valley Community College** students as **classroom observers** in the Readington Township Schools for **three hours per week** from **February 2 through March 30, 2015**. Their cooperating schools will be as follows:

School	RVCC Student
WHS	Nicole Johanson
WHS	Jasmine Love-Yarbrough
WHS	Morgan Martucci
TBS	Alyssa Brianne Sibiga
TBS	Julia Anthony
TBS	Jocelyn Briant

- 4.05 Motion to approve a non-profit science camp, Camp Invention, to be held from 8/3/15 through 8/7/15, at Holland Brook School.
- 4.06 Motion to approve 6th grade Field trip to Pennsylvania Museum of Archaeology on June 16, 2014.
- 4.07 Motion to approve a Neuropsychological Evaluation for student S-193 to be completed by the NYU Langone Child Study Center, Hackensack, NJ, at a cost not to exceed \$5,000.
- 4.08 Motion to approve the following Integrated Preschool contract for student # 415428 for the 2014-2015 school year.

PERSONNEL

Committee Report: Mr. Doran provided a report for the meeting held on January 13, 2015.

Motion to adopt 5.01 – 5.14

Motion: Mr. Doran Second: Mrs. Simon Roll Call Vote: Carried -9 yes

5.01 Motion to accept the following resignations:

Name	Position	Effective Date
Brian Schmitt	Maintenance Mechanic/District 70-05-D5/aon	January 2, 2015
Casey Sevell	Aide/Special Education 30-03-D3/aqh	January 15, 2015
Jennifer Smits	Gr. 1 Teacher/WHS 20-04-D2/adj	February 15, 2015 or earlier as administratively approved

5.02 Motion to accept the following retirement:

John Krystofiak	Bus Driver 80-06-D6/anq	June 30, 2015
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- 5.03 Motion to accept the Superintendent's recommendation and approve the listed teachers who attended both back to school nights at a rate of \$30/hr for 2.5 hours, totaling \$75.00 each. (Attachment 5.02)
- 5.04 Motion to correct the daily hours to 3.5 from 3.25 for position 30-02-D3/ayb, Michele Adamitis, Aide effective November 17, 2014.
- 5.05 Motion to accept the Superintendent's recommendation and approve John Hylkema as advisor for the Grades 6, 7 and 8 bands at a prorated stipend of \$1,050.84 per band for a total stipend of \$3,152.52 (replacement for Daniel Lynch, resignation).
- 5.06 Motion to approve Stacey Skene, Bruce Wild & Colleen Ogden to provide continued home instruction for student: H-147 for a total of 5 hours per week from November 19, 2014 through December 31, 2014 at a rate of \$30.00 per hour.
- 5.07 Motion to accept the Superintendent's recommendation and approve Erica Del Guidice as Audio Technician for the RMS School Musical at a stipend rate of \$711.51.
- 5.08 Motion to accept the Superintendent's recommendation and appoint Stephanie Wood, Health/PE Teacher, 20-01-D2/agi, replacing Dale Dalrymple, at Readington Middle School, effective March 2, 2015, at BA Step 1, \$52,390 (prorated), pending RTEA 2014-2015 Salary Guide.
- 5.09 Motion to accept the Superintendent's recommendation and appoint Sandra Corbett, Teacher/Grade 1, 20-04-D2/adj, replacing Jennifer Smits, at Whitehouse School, effective January 26, 2015, at MA Step 1, \$57,590 (prorated), pending RTEA 2014-2015 Salary Guide.

5.10 Motion to approve the following mentors for the 2014-2015 school year as follows:

New Staff Member	Mentor	Term
Corbett, Sandra/WHS	Hagan, Barbara/WHS	2/3 Year
Hylkema, John/RMS	Hasselbring, Jack/HBS	2/3 Year

5.11 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
Christina Potter	Long Term Replacement Teacher (replacing employee# 20-01-D2/afc-LOA)	Substitute rate for the first 20consecutive days, per diem rate. BA, Step 1 after that.	01/26/2015- on or about 04/24/2015

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

Jerry Somma	Danielle Holtby
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5.13 Motion to affirm the Superintendent's recommendation to appoint the following instructional aide pending satisfactory completion of employment requirements and emergent hire, if needed:

NAME	POSITION	STEP	EFFECTIVE DATE
Patricia Hunt	Resource Instructional Aide-TBS 30-03-D3/aqh (Full Time Position replacing Sevell)	\$20.28/hr, Step 10 C (pending RTEA 2014-15 Salary Guide)	01/20/2015

- 5.14 Motion to approve the extension of an unpaid leave of absence without benefits for a employee whose name is on file with the board secretary from January 2, 2015 through April 6, 2015.

COMMUNICATIONS

Committee Report: Mrs. Simon provided a report for the meeting held on December 22, 2014.

Motion to adopt 6.01 – 6.02

Motion: Mr. Egbert Second: Mrs. Simon Roll Call Vote: Carried -9yes

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

Policy 1522 – School-Level Planning: Abolish
Policy and Regulation 5308 – Student Health Records
Policy and Regulation 5310 – Health Services
Policy 5339 – Screening for Dyslexia

- 6.02 Motion to accept the Superintendent's recommendation to approve for first reading and adopt the following policies and Regulations:

Policy 5530 - Substance Abuse
Regulation 5530 – Substance Abuse

UNFINISHED BUSINESS – Board President Appointments:

- NJ/Hunterdon Cty./Legislative School Boards Association Delegate – Ray Egbert
- NJ School Boards Association Alternate Delegate – Wayne Doran
- Hunterdon County ESC Representative – Cheryl Filler
- Garden State Coalition of Schools Trustee – Bill Goodwin
- Readington Educational Foundation Representative
- Home School Association – Ray Egbert
- Board of Education Sick Bank Trustees – Personnel Committee Members
- Committee assignments from Board President:

<u>Finance/Facilities</u>	<u>Education/Technology</u>	<u>Personnel</u>
William Goodwin, Chair Laura Simon Ray Egbert	Anna Shinn, Chair Wayne Doran Eric Zwerling	Wayne Doran, Chair Laura Simon William Goodwin

Communications/Policy

Laura Simon, Chair
Christopher Allen
Anna Shinn

Negotiations

Cheryl Filler, Chair
Ray Egbert
Wayne Doran

District Tech. Committee

Vincent Panico, Co-Chair
James Belske, Co-Chair
Christopher Allen
Wayne Doran

Green Committee

Eric Zwerling, Chair
Cheryl Filler
Christopher Allen

NEW BUSINESS-

- Finance budget review sessions will be open to the public and held at 6:00 pm.

PUBLIC COMMENTS - None

EXECUTIVE SESSION 7:58 pm

Motion: Mr. Egbert Second: Mr. Panico Vote: Carried -9 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 a Personnel Matter and HIB matter for approximately 20 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 from Executive Session 8:17 pm

- 1) Motion to accept the Superintendent's recommendation and direct an independent medical examination for an employee whose name is on file with the Board Secretary.

**Motion: Mrs. Simon Second: Mr. Doran Vote: 8 yes
Mr. Allen abstained**

- 2) Motion to affirm the May 20, 2014 and May 22, 2014 HIB decisions following filing of an appeal.

**Motion: Mrs. Simon Second: Mr. Goodwin Vote: 6 yes
Mr. Allen, Mr. Doran and
Mrs. Shinn abstained**

Motion to Adjourn at 8:25 p.m.

Motion: Mr. Panico

Second: Mrs. Simon

Vote: 9 yes

Respectfully submitted,

**Steffi-Jo De Casas
Business Administrator/Board Secretary**