

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting – 7:30  
November 12, 2013

**MINUTES**

**Call to Order – Open Public Meetings Act – Roll Call**

President Livingston called the meeting to order at 7:30 p.m. and announced the meeting was being held in compliance with the Open Public Meetings Act and open to the media and public. Notices were duly posted, with the meeting advertised in the Hunterdon County Democrat. Formal action was 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, Superintendent; Steffi-Jo De Casas, SBA/Bd. Sec.;  
James Belske, Technology Coordinator

**Superintendent's Report**

- **Technology update** from Coordinator of Information and Technology including shared services provided to the Tewksbury Township School District
- **Electronic Violence and Vandalism Report: January through June 2013.** Dr. Sargent reported out the statistics contained on Attachment EVVR.

**Open to the Public (Limited to Action Items on the Agenda)**

- Linda Rakowitz addressed the board about the school calendar.

**Correspondence**

- Phoenix Advisors - \$100 grant notice from NJSBA conference

**ADMINISTRATIVE REPORTS**

- 1.01 Enrollment and Drill Reports (Attachment 1.01)
- 1.02 HIB Report – No report this month

**MINUTES**

Adoption of 2.01 - 2.04

**Motion: Mr. Panico      Second: Mr. Egbert      Roll call Vote: 8 yes; 1 absent  
Mr. Doran abstained 2.03**

- 2.01 Motion to approve the Minutes for the Work Session Meeting October 8, 2013.
- 2.02 Motion to approve the Minutes for the Executive Session October 8, 2013.
- 2.03 Motion to approve the Minutes for Regular Meeting October 29, 2013.
- 2.04 Motion to approve the Minutes for the Executive Session October 29, 2013.  
Mr. Livingston requested that NJSBA comments made by board members be included in the announcement section. He also noted the correct date for the HCSBA meeting was November 13<sup>th</sup>.

## **FINANCE/FACILITIES**

**Committee Report:** *The committee met on November 12<sup>th</sup> prior to the board meeting. Topics of discussion including the annual audit and preliminary budget planning.*

Adoption of 3.01 - 3.05

**Motion: Mr. Goodwin      Second: Mr. Doran      Roll Call Vote: 8 yes; 1 absent  
Mr. Goodwin abstained 3.01**

- 3.01 Motion to approve the **Bill List** for the period from October 31, 2013 through November 13, 2013 for a total amount of **\$ 926,427.72.** (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule November 12, 2013** for a total amount of **\$1,118.78.** (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for October 1, 2013 through October 31, 2013. (Attachment 3.03)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: September 30, 2013 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of September 30, 2013 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 of September 30, 2013 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, 2013.

- 3.05 Motion to approve the following Resolution:

WHEREAS, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY2012 (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 to accept the annual audit and CAFR and 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.

- 3.06 Motion to accept a student from Delaware Township at the Holland Brook School at an annual tuition rate of \$41,004.90, commencing September 9, 2013 through June 20, 2014.

## **EDUCATION/TECHNOLOGY**

Motion to table 4.04.

**Motion: Mr. Panico      Second: Mrs. Simon      Roll Call Vote: 8 yes; 1 absent**

Adoption of 4.01 - 4.06, excluding 4.04

**Motion: Mrs. Filler      Second: Mrs. Dobozyński      Roll Call Vote: 8 yes; 1 absent**

- 4.01 Motion to accept the Superintendent's recommendation and approve Shannon Hellem to participate in 10 hours of fieldwork (November – December) at Readington Middle School as a requirement for a course at RVCC.
- 4.02 Motion to accept the Superintendent's recommendation and approve Rebecca Lyons (Western Governors University) to complete a field experience at Holland Brook School (40 hours observation) in November and December, 2013.
- 4.03 Motion to approve the Superintendent's recommendation and approve Dana Gilcrest, Grove City College permission to observe in a pre-school class at Three Bridges School in November as a requirement for an Education course.

- 4.04 Motion to accept the Superintendent's recommendation and approve the 2014-2015 school calendar. (Attachment 4.04)
- 4.05 Motion to approve a contract with Janet Steinberg of Reading and Writing Project Network to provide staff development training on the February 14, 2014 In Service Day at a rate of \$2,800 at Readington Township School District funded through NCLB Grants Title I and Title II.
- 4.06 Motion to approve TBS fundraiser from February 3, 2014 to February 28, 2014:

Jump Rope for Heart
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## **PERSONNEL**

Adoption 5.01 - 5.06

**Motion: Mrs. Dobozyński      Second: Mr. Goodwin      Roll Call Vote: 8 yes; 1 absent  
Mr. Doran abstained 5.01**

- 5.01 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2013 Fall Teacher Academy Program:

Staff Member	School	Teacher Academy Course	Stipend
Barca, Tiffany	HBS	Creating Videos with Animoto	\$90
Bengels, Emily	RMS	Gamification	\$90
Bengels, Emily	RMS	Differentiation	\$90
Bennington, Mindy	RMS	Social Studies – DBQ	\$90
Daly, Will	RMS	Social Studies – DBQ	\$90
DiGregorio, Colleen	HBS	Managing a Word Journeys Classroom	\$135
Hartman, Bridget	TBS	AASL Best Websites	\$90
Kovacs, Linda	HBS	Screen Captures!	\$90

Krayem, Michele	HBS	Mickelson ExxonMobil Buzz	\$180
Lee, Kelly	RMS	Having Fun with Foldables	\$90
Lewis, Christine	TBS	Literacy In Action	\$270
Nabozny, Jill	TBS	Literacy In Action	\$270
Pauch, Pauch	WHS	Using an Assessment Lens	\$112.50
Pauch, Sarah	WHS	Strategic Writing Conference	\$225
Rehrig, Jodi	HBS	Screen Captures!	\$90
Schmidt, Lisa	WHS	Book Study	\$225
Tundidor, Jillian	RMS	Having Fun with Foldables	\$90
Winter, Maria	HBS	Managing a Word Journeys Classroom	\$135

- 5.02 Motion to amend the employment contracts of RMS Cafeteria Aides for the 2013-2014 school year effective November 1, 2013 reducing the number of days to 166 from 181 reflecting the elimination of lunch periods on early dismissal days.

Jutta Glauber	\$ 5,373.42
Kimberly Weger	\$5,707.08

- 5.03 Motion to acknowledge the following retirement with appreciation for her years of service, effective February 28, 2014:

Jean Bowman	5 <sup>th</sup> Grade Teacher (HBS) 20-02-D2/ACF
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- 5.04 Motion to accept the following resignation:

Name	Position	Effective Date
Kathryn Scheffler	.5 Instructional Aide/RMS 30-01-D3/avz	November 27, 2013

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

NAME	POSITION	RATE	EFFECTIVE DATES
Jaime Ericson	Long Term Replacement Teacher(replacing employee #5146 LOA)	\$ 52,390.00/BA1	11/26/2013-6/30/2014
Valerie Steen Zanardi	Long Term Replacement Teacher(replacing employee #6017 LOA)	Substitute rate for the first 20 consecutive days/Step 1 per diem rate	1/2/2014-4/11/2014

- 5.06 Motion to accept the Superintendent's recommendation and approve the following as Substitute Teacher/Aide paid at the applicable substitute rates, in the Readington Township School district, pending satisfactory completion of employment requirements:

Jean Lazauskas
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## **COMMUNICATIONS**

Adoption of 6.01 - 6.03

**Motion: Mrs. Simon      Second: Mrs. Dobozyński**  
**Roll Call Vote: 6:01      8 yes; 1 absent**  
**6:02      7 yes; 1 no, Mrs. Filler;**  
**6:03      8 yes; 1 absent, Mr. Doran and Mr. Goodwin abstained from voting**  
**on the Policy 6113 E-Rate**

- 6.01 Motion to accept the Superintendent's recommendation and adopt the following job descriptions:

1321	Assistant Business Administrator/Board Secretary
1518	Summer Enrichment Program Coordinator
4008	Confidential Secretary to the Superintendent
4009	Confidential Secretary to the Business Administrator
4010	Confidential Secretary – Pupil Services
4011	Confidential Secretary – Curriculum Office
4512	Payroll/Benefits Specialist
4515	Accounts Payable Specialist
4516	Purchasing Specialist

*Job descriptions realigned following the reduction in a board office staff position last year.*

- 6.02 Motion to accept the Superintendent's recommendation to approve for second reading and adopt Policy 5511 Dress and Grooming.

*Discussion held regarding Item #4 in Policy 5511 Dress and Grooming. An addition to item 4 was made to stipulate that t-shirts and camisoles are not considered undergarments.*

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

- Policy 3230 Outside Activities
- Policy 6113 E-Rate
- Regulation 5850 Social Events and Class Trips

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

#### **New Business from Board/Public**

- *Mr. Nigro expressed his thanks to Mrs. Simon and the ad hoc committee for its work on the dress code policy.*
- *Board members asked that Unfinished Business prior to New Business*
- *Mr. Egbert will be attending the Delegate's Assembly on Saturday*

#### **Board Goals 2013-14**

*Board goals 2 and 3 were distributed for board discussion. Mr. Doran requested that in communicating the budget meeting calendar that it be noted that this is the public's opportunity to comment on the budget since there will be no budget vote. Mrs. Dobozyński expressed a wish to try and encourage greater public participation in the budget process.*

- 7.01 Motion to adopt 2013-14 Board Goal No 2

**Motion: Mr. Doran      Second: Mrs. Dobozyński      Roll Call Vote: 8 yes; 1 absent**

#### **Board Goal No 2**

Create a no-increase budget that maintains the depth, breadth, and quality of the educational and co-curricular program while remaining fiscally accountable to the community.

Major Activities:

- Review recommendations of the administration regarding essential educational programs, staffing, benefits, facilities and other costs.

- Hold all budget reviews in public at times convenient for school community participation.
- Review sources of revenues and calculate the impact on tax payers.

**Timelines:**

- Completion of activities and outcomes will be reported out to the board prior to budget submission to the county for final approval.

**Resources:**

- District administration, board members, school community representatives.

**Indicators of Success:**

- Board approved 2014-15 school budget
- Flat budget
- Sufficient funding to maintain quality in educational programs and allow continued implementation of educational improvement programs.
- Expansion to cover all day Kindergarten

7.02 Motion to adopt 2013-14 Board Goal No 3

**Motion: Mrs. Simon Second: Mr. Goodwin Roll Call Vote: 8 yes; 1 absent**

**Board Goal No 3**

Continue to advance the goals of individual and institutional sustainability in the district.

- Major Activity 1

Green Committee continues regular meetings. Evaluate effectiveness of the energy efficiency program (SEE) by the end of the year for both the first full year of the program and the 2013-14 school year.

Indicators of success: energy savings of greater than 8% net the first full year of the program, and progress towards 10% net savings, which would qualify for Energy Star status.

- Major Activity 2

Engage with other green committees, commissions, organizations and/or governmental agencies (e.g. Sustainable Jersey for Schools, Readington Township Environmental Commission, National Wildlife Federation, US EPA) to determine what initiatives are appropriate to bring into the district.

Indicators of success: evaluation, recommendation and introduction of new sustainability initiatives, which may include the incorporation of sustainability information into the curriculum.

- Major Activity 3

Engage with the greater Readington community on sustainability initiatives such as gardening at the schools, presentation at municipal events, and possibly offering a sustainability class during parent enrichment evening to highlight district initiatives and concepts for use at home.



Indicators of success: events that are planned and executed.

*Goals 1 and 4 will be addressed at the next meeting.*

**Announcements from the President**

- *Energy savings \$58,000*
- *Congratulated re-elected members of the board*
- *Hunterdon County School Boards Meeting November 13<sup>th</sup>*

**Motion to adjourn the meeting at 8:34 pm.**

**Motion: Mr. Panico**

**Second: Mr. Goodwin**

**Vote: Carried**

**Respectfully submitted,**

**Steffi-Jo De Casas  
SBA/Board Secretary**