

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting – 7:30
December 17, 2013

MINUTES

Call to Order – Open Public Meetings Act – Roll Call

President Livingston called the meeting to order at 7:34 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, Eric Zwerling, Cheryl Filler, David Livingston

Absent: Laura Simon

Also Present: Barbara Sargent, Superintendent; Steffi-Jo De Casas, SBA/Bd. Sec.,

Superintendent's Report – Update on District Goals and School Choice report

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

Betty Ann Fort addressed the board about the practice of not scheduling school programs at the township museums during the months of May and June.

***Correspondence**

- Letter from Mr. and Mrs. Watson – enrollment request
- Email from Mrs. Localio – enrollment request

ADMINISTRATIVE REPORTS

1.01 Enrollment and Drill Reports (Attachment 1.01)

MINUTES

Adoption of 2.01

Motion: Mr. Doran

Second: Mrs. Dobozyński

**Roll Call Vote: 7 yes, 0 no
1 abstention (Zwerling)**

- 2.01 Motion to approve the November 12, 2013 Minutes.

Committee Report details are available through written committee reports published on the district's Website.

FINANCE/FACILITIES

Committee Report: *The Finance Committee met on December 17th immediately before the board meeting. Topics included ROD Grants, a classroom and gym renovation project and continuance of a security agreement with Readington Township.*

Adoption of 3.01-3.10

Motion: Mr. Goodwin

Second: Mr. Doran

**Roll Call Vote: 8 yes; 0 no
(Doran, Livingston and Pancio
abstained on bill list vote)**

- 3.01 Motion to approve the **Bill List** for the period from **November 14, 2013** through **December 11, 2013** for a total amount of **\$3,589,775.76**. (Attachment 3.01)
- *3.02 Motion to approve **District Travel Schedule December 10, 2013** for a total amount of **\$4,153.49**. (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for November 1, 2013 through November 30, 2013. (Attachment 3.03)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: October 31, 2013 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of October 31, 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.

Steffi-Jo DeCasas, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of October 31, 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 District Financial Reports subject to audit for the period ending October 31, 2013.

- 3.05 Motion to approve voiding the following prior year, uncashed General Fund checks:

Check Number	Check Date	Amount
040626	09/13/12	\$49.00
041092	11/27/12	\$ 5.36
041207	12/12/12	\$ 2.72

- 3.06 Motion to approve the Integrated Preschool contract for the following student for the 2013-2014 school year:

S-10		
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- 3.07 Motion to adopt the following resolution:

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") advertised for bids for Refuse Disposal and Recycling Collection Services (hereinafter referred to as the "Services"); and

WHEREAS, on November 13, 2013, the Board received two (2) bids for the Services, as reflected on the bid tabulation sheet attached to this resolution; and

WHEREAS, the lowest responsible bid for the Services was submitted by Republic Services of New Jersey, LLC with a base bid in the amount of \$151,488, representing the total contract price for the services at all locations for the calendar years 2014, 2015 and 2016, as follows:

2014 Bid (Annual Price per Location)

1. Holland Brook School – \$12,499.00

2. Readington Middle School – \$12,499.00
3. Three Bridges School – \$12,499.00
4. Whitehouse School – \$12,499.00

2014 TOTAL ANNUAL CONTRACT (ALL LOCATIONS) - \$49,996.00

2015 Bid (Annual Price per Location)

1. Holland Brook School – \$12,499.00
2. Readington Middle School – \$12,499.00
3. Three Bridges School – \$12,499.00
4. Whitehouse School – \$12,499.00

2015 TOTAL ANNUAL CONTRACT (ALL LOCATIONS) - \$49,996.00

2016 Bid (Annual Price per Location)

1. Holland Brook School – \$12,874.00
2. Readington Middle School – \$12,874.00
3. Three Bridges School – \$12,874.00
4. Whitehouse School – \$12,874.00

2016 TOTAL ANNUAL CONTRACT (ALL LOCATIONS) - \$51,496.00; and

WHEREAS, the bid submitted by Republic Services of New Jersey, LLC is responsive in all material respects; and

WHEREAS, Board is desirous of awarding the contract for the Services to Republic Services of New Jersey, LLC;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the bid for the Refuse Disposal and Recycling Collection Services to Republic Services of New Jersey, LLC in the amount of \$151,488, representing the total contract sum for garbage and recycling services at all locations for the calendar years 2014, 2015 and 2016.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and performance bond as required in the specifications, together with an executed agreement, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this resolution.

3.08 Motion to adopt the following Resolution:

Resolution to Adjust The Budget Submission Calendar For 2014-15

WHEREAS, Chapter 202, P.L. 2011 provided that New Jersey School Districts may move their school board elections from April to November, and

WHEREAS, over 90% of all school districts have chosen to make this change, and

WHEREAS, the current school budget submission calendar has not been changed or amended to reflect the fact that the majority of New Jersey school districts no longer have budget votes in April, and

WHEREAS, districts that no longer have an April budget vote would benefit greatly by having more time to prepare and submit their budgets to county offices for review and approval, and

WHEREAS, proposed legislation (A4300 and S2877) recognizes this benefit by extending budget submission dates for districts with November elections,

NOW THEREFORE BE IT RESOLVED that the Readington Board of Education, County of Hunterdon does hereby request their local legislators to press forward and have this legislation (A4300 and S2877) adopted in time to modify the School District Budget Calendar for the 2014-15 School Year, and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to: local Legislators, New Jersey Association of School Business Officials, New Jersey School Boards Association.

3.09 Motion to amend the amount of the inter-local agreement with the Township of Readington to provide security services up to \$6,880 for a six month period and to renew said agreement for an extended six month period of January 1, 2014 through June 30, 2014.

3.10 Motion to adopt the following Resolution:

WHEREAS, the Readington Township Board of Education supports and encourages opportunities for all citizens to participate in local school board governance as candidates and serve on the local school board, and

WHEREAS, passage of S-2086/A-3424 would expand the filing deadlines for nominating petitions and shorten the time between the election and the candidates' filing date to 64 days for districts holding November elections, and

WHEREAS, S-2086/A-3424 also provides for greater clarity and communication between municipal governments and board of education regarding future changes for Fall and Spring election dates, and

WHEREAS, S-2086/A-3424 further clarifies timelines for filling vacancies and timelines for unexpired terms,

NOW THEREFORE BE IT RESOLVED that the Readington Township Board of Education hereby urges passage of S-2086 and A-3424, and

BE IT FURTHER RESOLVED that the Readington Township Board of Education directs the School Business Administrator to distribute a copy of this resolution to local legislators, the Governor and the New Jersey School Boards Association.

EDUCATION/TECHNOLOGY

Committee Report: *The committee met on December 4th and reviewed new novels, school choice, classified student demographics, RMS class sizes, world language curriculum, NWEA, digital literacy and new certificated staff evaluations.*

Adoption of 4.01- 4.15 – with the exception of 4.07

Motion: Mr. Panico Second: Mr. Goodwin Roll Call Vote: 8 yes; 0 no

Roll Call Vote 4.07: 7 no; 1 yes (Doran)

Mr. Doran requested that administration review current practice and encouraged staff to take advantage of local learning opportunities.

- 4.01 Motion to approve TBS fundraiser from December 11, 2013 to January 31, 2014:

TBS Reusable Water Bottles

- 4.02 Motion to accept the Superintendent's recommendation and approve Andrea Tarashuk to student teach in Brant Switzler's social studies classroom from January 21 to May 2, 2014 as part of the pre-teaching requirements for The College of NJ.

- 4.03 Motion to accept the Superintendent's recommendation and approve the following student observation placement in the Readington Township School District as follows:

Student/Placement/College	Teacher/Grade/School	Dates/Placement
Kristopher Boganski/Student Teacher/Rutgers University	Christine Lewis/3 rd Grade/Three Bridges School	12/11-19/2013 (1 day)

- 4.04 Motion to approve HBS fundraiser from December 10, 2013 to January 21, 2014, February 5, 2014, and March 13-14, 2014. (Attachment 4.04)

Destination Imagination Bake Sale

- 4.05 Motion to approve the following field trip:
- RMS G&T Students to participate in the MathCounts Competition on February 1, 2014 at Mercer County College and on March 8, 2014 at a site to be determined.
- 4.06 Motion to approve an organizational license agreement with Rethink Autism for an individual student profile for special education services at Whitehouse School during the 2013-2014 school year, at a rate of \$ 694.00. License Term: December 15, 2013 – September 20, 2014.
- 4.07 Motion to approve a Holland Brook School fifth grade field trip to Winakung at Waterloo, located at Allamuchy State Park, Byram Township, NJ. Trip date on June 11, 2014. Admission fees and district transportation costs will be parent paid.
- 4.08 Motion to accept the Superintendent's recommendation and approve the 2014-2015 school calendar. (Attachment 4.08)
- 4.09 Motion to accept the Superintendent's recommendation and adopt the following curriculum:
- | Curriculum | Grades |
|---------------|--------|
| Math Addendum | K-8 |
- (Attachment 4.09-4.09b)
- 4.10 Motion to approve the attached list of novels. (Attachment 4.10)
- 4.11 Motion to accept the Superintendent's recommendation and adopt the World Language Scope and Sequence curricula. (Attachment 4.11- 4.11b)
- 4.12 Motion to approve Behavior Therapy Associates to complete an evaluation and comprehensive report (Functional Behavioral Assessment) at an estimated fee of \$3,150.00. Evaluation & report will be completed by Michael J.Asher, Ph.D.

- 4.13 Motion to accept the Superintendent's recommendation to approve Home Instruction for student: H-135 for 10 hours per week beginning 12/9/13 through 01/10/14.
- 4.14 Motion to accept the Superintendent's recommendation and approve Julie Bartus, Gargi Adhikari, Tiffany Vocke, Angel Longo & Deanna Simonetti to provide home instruction for H-135 for a total of 10 hours a week collectively, beginning 12/9/13 through 01/10/14 at the rate of \$30.00 per hour.
- *4.15 Motion to approve a Functional Behavior Assessment in the amount of \$900.00 (6 hours consultation @ 150.00 per hour). Assessment includes on-site visit to school, staff meeting & comprehensive written report. Assessment to be provided by Eden Autism Services.

PERSONNEL

Committee Report: *The committee met on November 20th and discussed substitute rates, staffing, unaligned salaries and preliminary 2014-15 staffing.*

Adoption of 5.01-5.08

Motion: Mrs. Dobozyński Second: Mr. Goodwin Roll Call Vote: 8 yes; 0 no

- 5.01 Motion to correct the previously approved hourly rate of \$25/hour for Central Office Detention appointments (personnel motion 2013-1029) to \$30/hour with an adjusted total of \$7,600.
- 5.02 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:

Kathleen Adler	Kimberly Bostory	Amparo Villa
Steven Linder	Christina Flanagan	Alejandra Ryder
Michele Admitis	*James Johnson	*Jana Brown

- 5.03 Motion to amend the employment contract of Lauren Nicolai effective December 2, 2013 for the payment of an additional \$584.22 covering 30 minutes per week due to required scheduling changes. (Base salary \$59,120/40 weeks/ 2125 minutes per week = \$.6955 per minute x 30 minutes x 28 weeks = \$584.22)

- 5.04 Motion to accept the Superintendent's recommendation and approve the appointment of Nicholas Moustakas, 30-04-D3/AWD, Instructional Aide, full time, at Whitehouse School at a salary of \$14,889.42 at a rate of \$18.18 per hour/ Step 3C, 6.50 hours/day, 126 days per year, starting December 2, 2013.
- 5.05 Motion to accept the Superintendent's recommendation and approve the appointment of Mary Kenny, 30-01-D3/AVZ, Instructional Aide, part time (.5), at Readington Middle School (replacing Kathryn Scheffler, resignation) salary a of \$8,478.47 at a rate of \$21.56 per hour/ Step 14C, 3.25 hours/day, 121 days per year, starting December 9, 2013.
- 5.06 Motion to accept the Superintendent's recommendation and grant employee #6210 five days paid leave of absence due to personal hardship for November 25, 26, 27, and December 2 and 3.
- 5.07 Motion to accept the Superintendent's recommendation and amend Kristin Bover's contract to reflect her attainment of certification from Step 1 to Step 1C effective November 1, 2013.
- 5.08 Motion to approve a change in hours and salary for Bus Driver, Marget Breuning, from 5 hrs. at a salary of \$24,661.25 to 5.75 hrs. at a salary of 25,853.44, to be effective October 1, 2013, to accommodate additional students assigned to Route Pre-K-3.

COMMUNICATIONS

Adoption of 6.01 – 6.02

Motion: Mr. Panico Second: Mr. Goodwin Roll Call/Vote: 8 yes; 0 no

ROLL CALL:

Barbara Dobozyński		Wayne Doran		Ray Egbert	
William Goodwin		Vincent Panico		Laura Simon	
Eric Zwerling		Cheryl Filler		David Livingston	

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

Policy 3144.12 – Certification of Tenure Charges – Inefficiency
Policy 3372 – Teaching Staff Member Tenure Acquisition
Policy 5512 – Harassment, Intimidation, and Bullying
Regulation 5512 – Harassment, Intimidation, or Bullying Investigation Procedure
Policy 6164 – Advertising on School Buses

The policies will be reviewed by the committee prior to second reading.

- 6.02 Motion to adopt Board Goals #1 and #4.

New Business from Board/Public

- **Mr. Egbert reported on the NJSBA Assembly**

Old Business from Board/Public

Announcements from the President – Mr. Livingston requested that the board consider adopting a resolution similar to that adopted by Berkeley Township Board of Education. Mr. Livingston moved, seconded by Mr. Goodwin, to approve an amended resolution be sent for Readington Township.

Closed Session- 9:18 – 10:26 p.m.

Motion: Mr. Doran Second: Mr. Panico Vote: Carried

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss RTEA negotiations and potential Litigation Tuition Matters for approximately 1 hour. The Board will not take action following Executive Session and will adjourn immediately upon return. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exit.

10. Motion to Adjourn at: 10:26 p.m.

Motion: Mr. Goodwin Second: Mr. Panico Vote: Carried

Respectfully submitted by,

**Steffi-Jo DeCasas
SBA/Board Secretary**