

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

Regular Meeting 7:30 p.m.  
September 27, 2016

**MINUTES**

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

Cheryl Filler called the meeting to order at 7:30 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, William Goodwin, Anna Shinn, Melissa Szanto, Eric Zwerling, Laura Simon, Cheryl Filler

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

**Absent:** None

**Flag Salute**

**SUPERINTENDENT'S REPORT**

- Draft of Strategic Plan Objectives

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

**CORRESPONDENCE**

- SAIF- 2015-16 Tier 1 Safety Incentive Program award

**ADMINISTRATIVE REPORTS**

Motion to accept Administrative Reports 1.01 - 1.02

**Motion: Mr. Egbert**

**Second: Mrs. Shinn**

**Roll Call Vote: Carried -9 Yes**

1.01 Bus Evacuation drills for RMS and HBS. (Attachment 1.01)

1.02 Motion to accept the following HIB report:

School	Date	Findings of Harassment, Intimidation or Bullying
HBS	06/16/2016	No

## **MINUTES**

## **FINANCE/FACILITIES**

Motion to adopt 3.01 – 3.06

**Motion: Mr. Goodwin                      Second: Mrs. Simon                      Roll Call Vote: Carried -9 Yes**  
(Mrs. Shinn, Mrs. Simon, and Mrs. Filler abstained 3.02)

3.01 Motion to approve the **Bill List** for the period from **September 15, 2016** through **September 28, 2016** for a total amount of **\$997,190.03**. (Attachment 3.01)

3.02 Motion to approve **District Travel Schedule September 27, 2016** for a total amount of **\$26,743.48**. (Attachment 3.02)

3.03 Motion to approve the following **Account Transfers** for July 1, 2016 through August 31, 2016. (Attachment 3.04-3.04c)

3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: July 31, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of July 31, 2016 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 July 31, 2016 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 July 31, 2016. (Attachment 3.04 & 3.04a)

- 3.05 Board motion to accept a donation to Three Bridges School from the Readington Township Home and School Association for \$4,022.87. Funds were deposited into the student activity fund to be used for Student Assemblies, MakerSpace, and Playground Equipment.

- 3.06 Resolved to approve the following 2016-17 Transportation Jointure Contract:

<u>Host</u>	<u>Joiner</u>	<u>Route #</u>	<u>Destination</u>	<u>Cost</u>
Clinton Twp.	Readington Twp.	R5	Round Valley School	\$880.00

## **EDUCATION/TECHNOLOGY**

Motion to adopt 4.01 - 4.10

**Motion: Mrs. Shinn**

**Second: Mr. Egbert**

**Roll Call Vote: Carried -9 Yes**

- 4.01 Motion to adopt the following curriculum: (Attachments 4.01a - 4.01r)

<b>Curriculum</b>
Grade 1 Math Curriculum
Grade 2 Math Curriculum
Grade 3 Math Curriculum
Grade 3 Honors Math Curriculum
Grade 4 Math Curriculum

Grade 4 Advanced Math Curriculum
Grade 4 Honors Math Curriculum
Grade 5 Math Curriculum
Grade 5 Honors Math Curriculum
Grade 6 Math-Grade 5 Accelerated Curriculum
Grade 6 Pre-Algebra Curriculum
Grade 6 Advanced Math Curriculum
Grade 7 Math Curriculum
Pre-Algebra Curriculum
Algebra 1 Curriculum
Algebra 2 Curriculum
Literacy - Kindergarten
Literacy - Grade 1

- 4.02 Motion to approve student S-129 for Level One Services for the 2016-2017 school year from the New Jersey Commission for the Blind and Visually Impaired at a cost of \$1,900.00 starting 9/1/2016 through 6/30/2017.
- 4.03 Motion to approve a field trip to Kidsbridge Tolerance Center in Ewing, New Jersey for Grades 7 and 8 Good Deed Club members.
- 4.04 Motion to amend the tuition contract for The Matheny School for student S-031:  
School Year Tuition: \$116,205  
ESY Tuition: \$ 23,495
- 4.05 Motion to accept the Superintendent's recommendation and approve Brienne Rodriguez to complete her student teacher assignment with Lori Gabrielson at Whitehouse School from September 2016 to December 2016 as part of her 56 hour field experience requirement from University of Cincinnati.

- 4.06 Motion to accept the following grant awards from USC Shoah Foundation, The Institute for Visual History and Education, for participation in the IWitness Video Challenge:  
 \$1000 prize awarded to Emily Bengels  
 \$2500 prize awarded to Readington Middle School

- 4.07 Motion to accept the Superintendent's recommendation and approve the following Student Observation placements in the Readington Township School District as follows:

<b>Student Observer Name/School</b>	<b>Cooperating Teacher and/or School</b>	<b>Date/Timeframe</b>
Meagan Hoffman NJCU	WHS & RMS	September 28-October 7, 2016/8 hours
Nicole Randall Rutgers University	Erica Del Guidice Janet Howard Kevin Meyer Shaina Mirsky RMS	October 14, 2016/ 1 full day

- 4.08 Motion to accept the following donation from the HSA:

<b><u>School</u></b>	<b><u>Donation</u></b>	<b><u>Estimated Value</u></b>
RMS	School-Wide Assembly – Michael Fowlin (10/14/16)	\$2,850.00
RMS	7 <sup>th</sup> Grade Assembly – Chariots of the Sun (11/3/16)	\$ 900.00

- 4.09 Motion to approve the following fundraiser:

<b>Fundraiser</b>	<b>School</b>	<b>Date</b>	<b>Recipient of Funds</b>
Readington Athletics Car Wash	RMS	September 24, 2016	Readington Athletics Booster Club to purchase new athletic jerseys

- 4.10 Motion to approve a home instruction extension for student S-157.

## **PERSONNEL**

Motion to adopt 5.01 – 5.12; 5.14  
5.13 Tabled

**Motion: Mr. Egbert                      Second: Mrs. Shinn                      Roll Call Vote: Carried -9 Yes**  
(Mr. Doran abstained 5.06; Mrs. Shinn, Mrs. Simon, and Mrs. Filler voted No to 5.07)

- 5.01 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.

Darlene Bernhard	Substitute Teacher/Aide
Marisa Robinson	Substitute Teacher/Aide

- 5.02 Motion to correct leave replacement date for Beth Meichenbaum to conclude on December 23, 2016, changed from December 12, 2016.

- 5.03 Motion to approve the following RMS coaches for the 2016-2017 school year as per RTEA agreement:

Girls Basketball A	Adam Connelly	\$4,500
Girls Basketball B	Coron Short	\$3,800

- 5.04 Motion to approve Theresa Amster as a 2016-2017 RMS Substitute Chaperone for RMS athletics at the contractual rate.

- 5.05 Motion to approve payment at the contractual rate of \$30 per hour, not to exceed 2.5 hours per teacher, to the following teachers for attending an additional Back-to-School Night in September:

Blair Alber	Lilien Drew	Lora Petersen
Emily Bengels	Shakwana Etienne	Marybeth Schwarz
AnnMarie Burlew	Tracy Fitzgerald	Stephanie Singer
Courtney Calamito	John Hylkema	Stephanie Sperone
David deVelder	Adam Lillia	Alyssa Young
Judith Doslik	Colleen Ogden	Paul Yunos

- 5.06 Motion to correct the appointment of Kristen Apple, Special Education Aide, from Aide C, Step 6 at a rate of \$19.57/hr. to Aide NC, Step 9 at a rate of \$18.51/hr. effective September 1, 2016.

- 5.07 Motion to approve the following mentor for the 2016-2017 school year as follows:

<b>New Staff Member</b>	<b>School/Position</b>	<b>Mentor</b>
Jonathan Nakonechy	HBS/PE	Sivo, Carrie

- 5.08 Motion to approve a salary adjustment for Employee # 6458 to \$40,500, effective October 1, 2016.
- 5.09 Motion to approve a meritorious bonus for Employee # 6286 in the amount of \$1000 for exemplary work and positive representation of the district's sustainability programs.

- 5.10 Motion to accept the Superintendent's recommendation and approve the following Leave Replacement Teacher appointment:

Name	Position	Salary	Effective Dates
Gina Giovannucci	Leave Replacement Special Education Teacher (TBS) Position #20-03-D2/aif (Non-tenure track)	Substitute rate of \$95 per day for the first 20 consecutive days, then at \$260 per diem	September 26, 2016 until on or about November 4, 2016

- 5.11 Motion to approve the following resolution:

#### **RESOLUTION**

**WHEREAS**, the Readington Township Board of Education (hereinafter referred to as the "Board") is desirous of appointing Thomas Venanzi ("Venanzi") to serve as the Interim Board Secretary/Business Administrator for the Readington Township School District; and

**WHEREAS**, Thomas Venanzi, holds the qualifications and certification required to serve as the district's Business Administrator; and

**WHEREAS**, Venanzi is desirous of accepting employment as the Interim Board Secretary/Business Administrator for the Readington Township School District; and

**WHEREAS**, the parties are desirous of memorializing the terms and conditions of their agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby ratifies and approves the appointment of Venanzi to serve as the Board Secretary/Business Administrator for the period beginning on or about October 17, 2016 and ending on or before June 30, 2017 at the per diem rate of \$80 per hour, not to exceed 36 hours per week. An additional "bank" of 50 hours shall be available to Venanzi should there be a need for attendance at additional meetings beyond the scope of the work day.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President to execute, on behalf of the Board, the Employment Agreement by and between the Board and Venanzi.



- 5.12 Motion to accept the Superintendent's recommendation and approve the following appointments:

<b>Name</b>	<b>Position</b>	<b>Salary/Step</b>	<b>Effective Dates</b>
Beth Hanrahan (replacing MaryLou Gillikin)	.5 Aide/Special Ed (TBS) 30-03-D3/awg	\$18.77/hr Aide C Step 3	9/01/2016 – 6/30/2017

- 5.13 Motion to approve a change in hours and salary for the following bus drivers:  
**Tabled**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Donald Schuyler	4.5 hrs/day Salary \$21,266.60	4.75hrs./day Salary \$22,448.07	09/06/2016
Kelly Hunt	6.25 hrs/day Salary \$32,704.44	7.25hrs/day Salary \$37,937.15	09/06/2016
Emerald Ridente	4.5 hrs/day Salary \$17,161.51	4.75hrs/day Salary \$18,114.95	09/06/2016
Barbara Hoff	5 hrs/day Salary \$25,656.75	6.75 hrs/day Salary \$34,636.61	09/06/2016

- 5.14 Motion to approve Katie Van Why to continue home instruction for student H-157 for 10 hours per week at a rate of \$30.00 per hour.

## **COMMUNICATIONS**

Motion to adopt 6.01

**Motion: Mr. Egbert**

**Second: Mrs. Simon**

**Roll Call Vote: Carried 9-yes**

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

3231 – Outside Employment as Athletic Coach

## UNFINISHED BUSINESS

### NEW BUSINESS FROM BOARD

#### FINANCE/FACILITIES

Motion to approve hosting Community Health Fair with HSA

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

- National Education Week
- October 17, 2016 Assemblyman Zwicker Fall Open House

## OPEN TO THE PUBLIC

### EXECUTIVE SESSION    8:23 p.m.

**Motion: Mrs. Shinn                      Second: Mr. Goodwin                      Roll Call 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, for the purpose of discussing school security for approximately 30 minutes at which time the Board expects to return to Public Session with no action to be taken. 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 exist.

### RETURN TO PUBLIC SESSION    9:56 p.m.

### ADJOURNMENT

**Motion to Adjourn at    9:57 p.m.**

**Motion: Mrs. Shinn                      Second: Mrs. Simon                      Vote: 9 Yes**

**Respectfully submitted,**

**Steffi-Jo DeCasas  
Business Administrator/Board Secretary**