

**READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School - Board of Education Meeting Room
Work Session – 7:30 p.m.
May 14, 2013**

MINUTES

1. Call to Order – Open Public Meetings Act – Roll Call – Flag Salute

President David Livingston called the meeting to order at 7:39 p.m. and announced that the meeting was being held in compliance with the Open Public Meetings Act and was open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon Democrat. Formal action may be taken.

The following Board members were present:

Barbara Dobozyński	Wayne Doran	William Goodwin	Vincent Panico
Laura Simon	Cheryl Filler	David Livingston	

Absent: Eric Zwerling

Also present:

Barbara Sargent, Superintendent
Steffi-Jo DeCasas, Business Administrator/Board Secretary
Stephen Fogarty, Board Attorney 9:00 p.m.

2. Superintendent's Report

- Board Candidate Interviews
The board members conducted interviews with Ray Egbert and Christopher Conklin.
- 2 RMS Students were selected and performed for the NJ Honors Jr. Choir
- Special Education Updates (Karen Tucker)
Karen Tucker reported on participation in co-curricular activities. Section 504 students do not always have the opportunity to participate in co-curricular activities. Under section 504 school districts have a responsibility to ensure opportunities for such students.

3. Adjournment to Executive Session – 8:12-8:30 p.m.

Motion to adjourn to Executive Session for approximately 30 minutes in accordance with the Sunshine Law, Ch. 321, P.L. 1975, for the purpose of discussing board candidates. 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 exist.

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of April 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 April

*A-5 Motion to approve the following resolution:

RESOLUTION

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") advertised for bids for Custodial Services for the Readington Middle School, Holland Brook School, Whitehouse School and Three Bridges School (hereinafter referred to as "Custodial Services"); and

WHEREAS, on April 17, 2013, the Board received and publicly opened three bids for Custodial Services; and

WHEREAS, the lowest bid received by the Board was submitted by Temco Service Industries, Inc. (hereinafter referred to as "Temco") with a bid for one (1) year in the amount of \$464,580 and a two (2) year option/pricing of \$966,480; and

WHEREAS, the bid submitted by Temco conforms in all material respects to the requirements set forth in the bid specifications;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the bid for Custodial Services to Temco for a contract term of two (2) years, beginning July 1, 2013 and ending June 30, 2015, in the total amount of \$966,480.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the bid specifications, together with an executed Agreement in the form set forth in the bid specifications, within ten (10) days of the date hereof.

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.

*A-6 Motion to approve the following revised resolution:

Motion to direct SSP Architects to proceed with plan development and seek LRFP updates and project approvals from the New Jersey Department of Education for otherwise eligible Long Range Facility Plan projects to upgrade Kindergarten classrooms at Three Bridges and Whitehouse Schools, second section phase window and door replacements at Readington Middle School and security renovations at Readington Middle, Three Bridges, Whitehouse and Holland Brook Schools.

A-7 Motion to approve tax levy schedule for the 2013-14 school year.

A-8 Motion to approve the following appointments for the 2013-14 school year:

Affirmative Action Officer	Karen Tucker
Anti-Bullying Coordinator	Karen Tucker
Right to Know Officer	Donald Thornton
504 Committee Coordinator	Karen Tucker
AHERA Coordinator	Donald Thornton
Substance Awareness Coordinator	Karen Tucker
Integrated Pest Management Coordinator	Donald Thornton
Chemical Hygiene Officer	Donald Thornton
Custodian of Records	Steffi-Jo DeCasas
Indoor Air Quality Designee	Donald Thornton
Public Agency Compliance Officer (PACO)	Steffi-Jo DeCasas
Certified Purchasing Agent	Steffi-Jo DeCasas
Safety & Health Designee (SAIF)	Donald Thornton

A-9 RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS FOR PROFESSIONAL SERVICES.

WHEREAS, the Readington Township Board of Education has a need to award the following professional services as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 and,

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS, the following professionals have submitted proposals indicating they will provide the services indicated as listed; and

WHEREAS, the following professionals have completed and submitted a Business Entity Disclosure Certification, required, which certifies that the following professionals have not made any reportable contributions to a political or candidate committee in the Readington Township Board of Education in the previous one year, and that the contract will prohibit the following professionals from making any reportable contributions through the term of the contract, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Readington Township authorizes Steffi-Jo DeCasas, Business Administrator/Board Secretary, to enter into a contract with the following professionals described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination Value be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that these appointments be duly advertised by the School Business Administrator in the Board's official newspaper.

READINGTON TOWNSHIP
SCHOOL DISTRICT
PROFESSIONAL AND

TECHNICAL CONTRACTS

2013-2014

Contract	Firm	2012-13
Attorney	Fogarty & Hara	\$165/hr Partner
		\$145/hr Associate
Auditor	William Colantano	\$27,500
		\$145/hr Principal
		\$110-\$115/hr Manager
		\$80-\$100/hr Senior
		\$65-\$80/hr Semi-Senior
		\$65/hr Junior
		\$30/hr ParaProf 1
		\$35/hr ParaProf 2
		\$40/hr ParaProf 3
Architect	SSP Architectural Group	\$165/hr CEO
		\$140/hr Principal
		\$125/hr Project Mgr
		\$115/hr Architect
		\$90/hr Project Coordinator
		\$70/hr Designer
		\$75/hr Drafter
		\$125/hr Construct Adm
		\$125/hr Proj Communications Coord.
		\$55/hr Adm Support
Bond Attorney	Wilentz, Goldman & Spitzer	\$500 Unsuccessful Referendum Election Documentation
		\$1,000 Successful Referendum Election Documentation
		Bond Issuance: \$5,000 Plus \$1.10 per thousand Maximum \$15,000
		Short Term Bond Anticipation Notes \$0.60 per thousand principal Minimum \$2,500
		Lease Purchase Financing \$5,000 plus \$1.10 per thousand principal
		Refunding Bond Issuance \$10,000 plus \$1.10 per thousand principal
		Hourly Rates: \$150 attorneys \$70 paralegals
Financial Advisory Services	Phoenix Advisors, LLP	Bonds:

		\$1.00 per \$1,000 issued Minimum \$10,000 Maximum \$17,500
		Notes: \$0.25 per \$1,000 issued Minimum \$2,500
		ESIP: \$7,500-\$10,000
		5 Yr Lease Purchase \$2,500
		Hourly Rate \$150
Accounting/Budget/Personnel/Payroll Software & Support	Computer Solutions	\$11,808
Asbestos Management	Birdsall Engineering	\$3,750
Drug & Alcohol Testing	Prevention Specialists	\$530
Energy Management	I-Energy Partners of NJ	\$26,000
HVAC Monitoring - RMS,TBS,WHS	Automatic Temperature Control	\$9,085
HVAC Monitoring-HBS	TBS Controls	\$4,970
Library Software	Follett Software	\$5,790
Policy Management	Strauss Esmay	\$4,135
Right to Know Management	Rullo & Juillet Associates	\$4,255
Security Monitoring	Sonitrol	\$7,608
Substitute Calling & Absence Reporting	Frontline: Aesop	\$7,893
Employee Application System	AppliTrack	\$1,360
Work Order Systems & Building Scheduling	School Dudes	\$2,786
Locks, Doors, Hardware	Hunterdon Lock & Safe	\$95/hr (current prevailing wage)
Fire Alarm Service	Haig's Service Corporation	\$1,950; \$72.50/hr.
IEP Software Program	Centris Group	\$10,380

A-10 Motion to authorize the following signatures on accounts maintained by the Board of Education:

General Fund Checking	President or Vice President, Board Secretary or Assistant Board Secretary and Treasurer (3)
Cafeteria Checking	President or Vice President, Board Secretary or Assistant Board Secretary (2)
Salary Checking	President or Vice President, Board Secretary or Assistant Board Secretary and Treasurer (3)
Payroll Agency Checking	Board Secretary or Assistant Board Secretary (1)
Payroll Agency Reimbursement Account (flexible spending reimbursement)	President or Vice President, Board Secretary or Assistant Board Secretary (1)
Readington Middle School Activity Account	Principal or Assistant Principal and Board Secretary or Assistant Board Secretary or

	Superintendent (2)
Whitehouse School Activity Account	Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)
Three Bridges School Activity Account	Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)
Holland Brook School Activity Account	Principal and Board Secretary or Assistant Board Secretary or Superintendent (2)
Capital Reserve Account	Superintendent and Board Secretary or Assistant Board Secretary(2)
Emergency Reserve Account	Superintendent and Board Secretary or Assistant Board Secretary(2)
Maintenance Reserve Account	Superintendent and Board Secretary or Assistant Board Secretary(2)

A-11 Motion to authorize maintaining the following petty cash accounts:

Account Title	Balance	Expenditure Limit
Readington Middle School Petty Cash	\$100.00	\$25.00
Holland Brook School Petty Cash	\$100.00	\$25.00
Three Bridges School Petty Cash	\$100.00	\$25.00
Whitehouse School Petty Cash	\$100.00	\$25.00
Central Office Petty Cash	\$100.00	\$25.00
Pupil Services Petty Cash	\$100.00	\$25.00
Curriculum and Instruction Petty Cash	\$100.00	\$25.00
Office of Technology Petty Cash	\$100.00	\$25.00
Transportation Department Petty Cash	\$100.00	\$25.00

A-12 Motion to approve the Hunterdon County Democrat as the primary official weekly newspaper for legal notices and the Courier News and the Star Ledger as alternate daily newspapers for legal notices.

A-13 Be It Resolved that Investors Bank be designated as the depository of record for the Readington Township Board of Education and
Be It Further Resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association

A-14 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations.

A-15 Motion to approve the procurement of goods and services through contracts issued by the State of New Jersey, Department of the Treasury, Division of Purchase and Property as listed on attachment A-15.

A-16 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit payments including electronic bill payments as deemed necessary, between scheduled board

meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees.

- A-17 Motion to authorize the Business Administrator with approval of the Superintendent, to make account transfers between board meetings pending ratification by the Board of Education.
- A-18 Motion to approve the YMCA School Age Child Care Programs for the 2013-2014 school year.
- A-19 Motion to approve the Consultant's List with Fees for the 2013-14 school year:

**CONSULTANT'S LIST WITH FEES
2013-2014**

Name	Discipline	Service	Fee
Green Brook Family Medicine Dr. Ronald M. Frank, MD 732-356-0266	Medical	School Physical Services	\$2,950/year
Jesse Mintz, MD 732-254-7100	Medical	Neurodevelopmental Evaluations	\$450/evaluation
Marilyn Ruiz, MD 973-898-0505	Medical	Neurodevelopmental Evaluations	\$625/evaluation
Jay D. Kuris, MD 908-788-5551	Medical	Neuropsychiatric Evaluations.	\$975/evaluation
Jay D. Kuris, MD 908-788-5551	Medical	Psychiatric Evaluations.	\$975/evaluation
Mark Cooperburg, Ph.D. 732-873-1212	Behavioral Consultation	Functional Behavior Assessments	\$200/hr + mileage/ travel time
Assistive Tek, LLC Dr. Brian Friedlander 908-852-3460	Assistive Technology Evaluations & Consultations	Assistive Technology Evaluation	\$1,000/evaluation \$300/ consultation (minimum of 2 hrs.)
Morristown Memorial Hospital Center for Human Development 973-971-5227	Child Development Center	Neurodevelopmental Evaluation	\$675
Child Development Dept. HMC 908-788-6396	Second Opinion Evaluations	Educational Psychological Speech/Language Neurodevelopmental	\$1,696 \$1,863 \$1,251 \$843
Hunterdon County ESC Pam Mills 908-439-4280 ext 4515	Second Opinion Evaluations	Educational, Psychological, Social History Speech/Language	\$380/per report \$410
Hunterdon Audiology 908-806-7676	Medical	Audiological Evaluation	\$390/evaluation
Hunterdon Medical Center 908-788-6424	Medical	Audiological Evaluation	\$654/evaluation \$447 (\$75 per extra

		Central Auditory Eval.	15 min.)
		Both Evaluations	\$1,401
Hunterdon Medical Center Psychiatric Associates	Medical	Psychiatric Evaluation	\$520/evaluation \$333/report typed
Pamela Moss, MD 908-237-4668	Medical	Psychiatric Evaluation	\$900/evaluation
Children's Therapy Services Kathleen DeStefano Maryann Huzar	Physical Therapist	Physical Therapy Eval.	\$110/per hr therapy \$350/evaluation
Patricia Thomason	Physical Therapy	In/Out of District Students	\$55/30 min. treatment session
Patricia Thomason	Physical Therapy	In/Out of District Students	\$200/evaluation
Kelli Marella	Occupational Therapy	In/Out of District Students	\$69/hr. therapy
Kelli Marella	Occupational Therapy	In/Out of District Students	\$167/evaluation

- A-20 Motion to renew the district's dental plan options with Horizon for the period of July 1, 2013 through June 30, 2014 at the following monthly rates:

	SINGLE	FAMILY	PARENT/CHILD
Dental Option	26.90	70.56	52.79
Dental Choice	23.97	62.88	47.04
Total Care	31.13	81.66	61.10

- A-21 Motion to approve the Shared Services Agreement for Technology Support Services between the Readington Township Board of Education and the Tewksbury Township Board of Education, effective July 1, 2013 to June 30, 2015 with an annual revenue amount of \$116,750.00 for Readington Township.
- A-22 Motion to approve a Resolution authorizing the Readington Township Board of Education to enter into a Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission (HSESC) for the purchase of work, materials and supplies and transportation services for the 2013-2014 school year.
- A-23 Motion to approve a Resolution authorizing the Readington Township Board of Education to enter into a Cooperative Pricing Agreement with the Middlesex Regional Educational Services Commission (MRESC) for the 2013-14 school year.
- A-24 Motion to approve the Shared Services Agreement for Transportation Services between Readington Township Board of Education and the Branchburg Township Board of Education, effective July 1, 2013 to June 30, 2013 (pending agreement from Branchburg).

A-25 Motion to approve an Inter Local Agreement for 2013-14 with Somerset County Educational Services Commission and the Readington Township School District for coordinated transportation for the 2013-2014 school year.

*A-26 Motion to adopt a resolution awarding a contract for window replacements at Readington Middle School

*A-27 Motion to adopt a resolution awarding contracts for Kindergarten renovations at Three Bridges and Whitehouse Schools.

EDUCATION/TECHNOLOGY

Committee Report: David Livingston reported out on meeting held April 17, 2013

B-1 Motion to approve the Integrated Preschool contract for student # 957426 for the remainder of the 2012-13 school year.

B-2 Motion to approve the following annual pre-school tuition rates for the 2012-2013 and 2013-2014 School Years.

	General Students	Students Qualifying for Reduced Lunch	Students Qualifying for Free Lunch
Tuition	\$3,500	\$1,750	\$0
Transportation	\$ 900	\$ 450	\$0

B-3 Motion to approve tuition contracts for staff members' children to attend Readington Township schools for the 2013-14 school year:

#5023
#5571

B-4 Motion to approve tuition contracts with Franklin Township for the receipt of students #199218 and 469017 for the period of April 18, 2013 through June 30, 2013.

B-5 Motion to approve the following individuals representing Readington for the Mickelson ExxonMobil Teachers Academy, New Orleans, July 9,2013 through July 14, 2013 at no cost to the district.

Denise	Duncan
Michele	Krayem
Christine	Lewis
Lauren	Mahoney
Kelly	Patterson
Linda	Riess

Erik	Yates
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- B-6 Motion to approve revised 8th grade trip to the USS Intrepid Sea, Air, and Space Museum Complex New York City, on June 7, 2013 – for students not attending the overnight trip to Washington, D.C.
- B-7 Motion to approve Mark Cleere’s 5th grade trip to Branchburg Sports Complex on 6/7/13 funded by Exxon Mobile grant.
- B-8 Motion to approve Mark Cleere’s 5th grade Student Leadership trip to Flemington Food Pantry, tentatively scheduled for 6/11/13.
- B-9 Motion to approve the “Summer Music Camp” enrichment program for 2013 to be held from June 24-28, 2013 and July 8-12, 2013 (self-funded program)
- B-10 Motion to accept the Superintendent’s recommendation and approve the following fundraiser for the 2012-2013 school year:

Fundraiser	School	Date	Recipient
7 th Grade Read-a-thon	RMS	May 30, 2013	Starfish Organization

- B-11 Motion to approve Sarah Buxton, a consultant of Staff Development Workshops, Inc., to provide literacy training to special education teachers at Readington Middle School during the 2013- 2014 school year at a rate of \$1500/day for a total of nine days, not to exceed \$13,500, to be funded through the IDEA grant.

PERSONNEL

Committee Report: Cheryl Filler reported out on meeting held on May 9, 2013

ROLL CALL:

Motion : Dobozyński Second: Simon Vote: 8-0

- C-1 Motion to acknowledge the following retirements with appreciation for their years of service, effective June 30, 2013.

NAME	SCHOOL
Dorothy Calkin	Art Teacher, TBS
Susan T. Reardon	Social Studies Teacher- RMS

- *C-2 Motion to accept the Superintendent’s recommendation and approve the appointment of Daniel Lynch as an Instrumental Music Teacher at Readington Middle School at BA/step 4, \$52,900, effective September 1, 2013 to June 30, 2014.

- *C-3 Resolved that the Board of Education accept the recommendation of the Superintendent of Schools to provide 2013-14 renewal letters to the tenured administrators and secretarial/clerical staff as listed on attachment C-3.
- *C-4 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2013-14 employment contracts to non-tenured administrators and secretarial/clerical staff as listed on attachment C-4.
- *C-5 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2013-14 renewal letters to tenured certificated staff members as listed on attachment C-5.
- *C-6 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2013-14 employment contracts to non-tenured certificated staff members as listed on attachment C-6.
- *C-7 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer 2013-14 employment contracts appointing support staff for the period of July 1, 2013 through June 30, 2014 at the rates indicated on attachment C-7.
- C-8 Motion to accept the Superintendent's recommendation and approve a paid/unpaid Leave of Absence (FMLA/NJFLA) for employee #4909, effective on or about 9/3/2013 through 10/22/2013.
- C-9 Motion to accept the Superintendent's recommendation and approve a paid/unpaid Leave of Absence (Medical) for employee #5629, effective on or about 5/6/2013 through 5/17/2013.
- C-10 Motion to approve the 2013-2014 holiday schedules for Custodians/Maintenance, Secretaries, Administrators, and Technology Staff.
- *C-11 Motion to accept the Superintendent's recommendation to approve the following instructional aides with salary and step placements pending satisfactory completion of employment requirements and emergent hire, if needed:

NAME	POSITION	STEP	EFFECTIVE DATES
Christina Ydoate	Instructional Aide/Readington Middle School (new position due to new student moving in with personal aide in with IEP)	1C/\$17.54/hr./6.5 hrs.	5/15/13-6/30/13

- C-12 Motion to accept the Superintendent's recommendation and approve the following resolution:

WHEREAS, the Readington township Board of Education (hereinafter referred to as the "Board") employs the following position:

- (1.0) Enrichment Teacher Holland Brook School

WHEREAS, the Board has determined that the Readington Township School District's needs can be adequately served with reducing the aforementioned position,

NOW, THEREFORE, BE IT RESOLVED that the Board hereby reduces the aforementioned position, effective June 30, 2013 for reasons of economy and efficiency from 1.0 to a.5.

- C-13 Motion to accept the Superintendent's recommendation and approve the following as Substitute Teacher/Aide paid at the substitute rate, in the Readington Township School district, pending satisfactory completion of employment requirements:

Sandra Corbett

COMMUNICATIONS

Committee Report: Laura Simon reported that the first Ad Hoc Committee Dress code Meeting is scheduled for May 22, 2013. Committee prepared budget information communication.

Motion:

Second:

Vote:

MINUTES

- E-1 Motion to approve the regular session meeting minutes of April 9, 2013.
- E-2 Motion to approve the regular session meeting minutes of April 23, 2013.
- E-3 Motion to approve the executive session meeting minutes of April 23, 2013.
- E-4 Motion to approve the special meeting minutes of May 1, 2013
- E-5 Motion to approve the executive session meeting minutes of May 1, 2013
- E-6 Motion to approve the revised meeting minutes of March 5, 2013
- E-7 Motion to approve the executive session minutes of December 11, 2012

9. Unfinished Business

- April 30th workshop – review data
- Memorial Day

10. New Business

- RMS Graduation – June 20, 2013 – 3:00 p.m.
- May 18, 2013 – Delegate Assembly
- May 29, 2013 – Garden State Coalition
- May 29, 30 or June 5, 2013 – What Board Members Need to Know About Teacher Evaluation
- June 6, 2013 - HSA Annual Dinner
- Public Relations Forum

