

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Work Session 7:30
June 10, 2014

MINUTES

CALL TO ORDER – OPEN PUBLIC MEETINGS ACT – ROLL CALL

The meeting was called to order at 7:38 p.m. by Board Secretary, Steffi-Jo DeCasas, who 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 County Democrat. Formal action was taken.

Present: Barbara Dobozyński, Wayne Doran, Ray Egbert, William Goodwin, Vincent Panico, Laura Simon, Eric Zwerling

Absent: Cheryl Filler, David Livingston

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

ELECTION OF PRESIDENT PRO-TEM

Mrs. De Casas called for nominations for President Pro Tem in the absence of President Livingston and Vice-President Filler. Mr. Zwerling nominated and Mr. Panico seconded the nomination of Mr. Goodwin. Mr. Goodwin was elected President Pro Tem by a unanimous show of hands.

SUPERINTENDENT'S REPORT

- **Recognition of Retirees:** Donna Ballengee (RMS Guidance Counselor), Diane Duquette (Bus Driver), Dr. Denise Kenny (WHS Teacher), Valerie Patterson (TBS/WHS Teacher), Robert Clymer (HBS Teacher), Geraldine Slattery (RMS Teacher), and Linda Schoener (TBS Teacher).
- **Recognition of Governor's Teacher/Educational Services Professional Recognition Program Honorees:** Alissa Buelow (TBS), Carey-Anne Hendershot (RMS), Angela Longo (HBS), and Lauren Nicolai (WHS).

CORRESPONDENCE

Email from LG regarding Kindergarten cut off date
Email from CC regarding a contractual matter

COMMENTS FROM THE PUBLIC ITEMS ON THE AGENDA

Linda Reiss – commented on current negotiations
Sarah Dearstyne – spoke about the dedication of Readington staff members

ADMINISTRATIVE REPORTS

- District Goals 2013-2014: Dr. Sargent reported out on the status of the district goals and introduced several students to speak about their experiences with distance learning. Sarah Pauch also spoke about teacher training that took place over the past year including technology training.
- Violence and Vandalism Report: Dr. Sargent presented a report enumerating the instances of violence and vandalism in the district for the period of September through December 2013 in comparison to data for the past four years.
- HIB Reports – Dr. Sargent reported the investigation of two incidents at the Middle School, on May 20th and May 21st, which was found not to be an incident of HIB.

Motion: Mrs. Simon Second: Mr. Panico Roll Call Vote: Carried- 7 yes

Motion to accept the violence and Vandalism and HIB reports as presented by the Superintendent.

- Hearing Superintendent's Contract 2014-2015
Mr. Doran requested that this be posted

MINUTES

- 2.01 Motion to approve the Minutes of May 6, 2014
- 2.02 Motion to approve the Minutes of May 27, 2014
- 2.03 Motion to approve the Executive Minutes of May 6, 2014
- 2.04 Motion to approve the Executive Minutes of May 27, 2014

FINANCE/FACILITIES

Committee Report: Meeting scheduled for next Wednesday, June 18th.

Adoption of 3.01

Motion: Mr. Doran Second: Mrs. Simon Roll Call Vote: Carried- 7 yes

- 3.01 Motion to approve the **Bill List** for the period from **May 29, 2014** through **June 11, 2014** for a total amount of **\$2,182,367.26**. (Attachment 3.01)

- 3.02 **District Travel Schedule – None presented this month.**
- 3.03 Motion to approve **Account Transfers** for **April 1, 2014** through **April 30, 2014.**
(Attachment 3.03)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: April 30, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 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.

Steffi-Jo DeCasas, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as April 30, 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 April 30, 2014.

- 3.05 Motion to approve the 2014-2015 Tax Levy Request per attachment.
- 3.06 Motion to approve the district's food service contract (year 4 extension) with Maschio's Food Services Inc. for the 2014-15 school year, with the following provisions in accordance with the proposal provided by Maschio's Food Services, Inc. in response to the District's RFP which was opened on May 24, 2011.
- Minimum \$35,000 guarantee
 - Annual Management Fee of \$11,008 (was \$10,903)
 - Student Lunch Price – to be determined
- 3.07 Motion to adopt the following Resolution:

Readington Board of Education Resolution
2014-2015 fiscal Year The Arc Kohler School Meals Program

WHEREAS, The Arc Kohler School is a non-profit NJ Department of Education Approved Private School for Students with Disabilities; and

WHEREAS, the Board of Education of the School District of **Readington** has contracted to send to the Arc Kohler School certain students with disabilities who reside in the District; and

WHEREAS, The Arc Kohler School provides meals that meet the nutritional requirement of the Child Nutrition Program as administered by the New Jersey Department of Agriculture; and

WHEREAS, The Arc Kohler School will apply for and receive funding for meals in accordance with the income eligibility criteria established by Child Nutrition Program as administered by the New Jersey Department of Agriculture.

WHEREAS, The Arc Kohler School does not charge students for the cost of the meals; NOW, THEREFORE, it is hereby resolved that the **Readington** Board of Education acknowledges the foregoing actions and in accordance with N.J.A.C..6A:23-4.5(a)20 authorizes The Arc Kohler School to include the costs of meals provided within the annual tuition rate charged to students.

- 3.08 Motion to accept a donation from the Mason Family for \$500 to be deposited into the Student Activity Account for use in the Sensory Garden at Three Bridges School.

- 3.09 Motion to approve the following student, S-044 DOB: 02/05/2003 to attend Hi-Step Summer Program located in Pennington, NJ. Dates of Services: June 30, 2014 through August 8, 2014. The cost of the program is \$4,250.00.

- 3.10 Motion to contract with Bollinger Insurance to offer 2014-15 voluntary student accident plans for students written by Monumental Life.

- 3.11 Motion to approve the following resolution:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorizes procedures, under the authority of the commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Readington Township Board of Education has determined that funding may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Readington Township Board of Education that hereby authorizes the district's School Business Administrator to make the following transfer consistent with all applicable laws and regulations subject to funds availability on June 30, 2014:
Capital Reserve not to exceed \$300,000

EDUCATION/TECHNOLOGY

Committee Report: No report

- 4.01 Motion to accept the Superintendent’s recommendation and adopt the following curricula for the 2014-2015 school year:

Language Arts	Gifted and Talented/Enrichment
Mathematics	World Languages
Social Studies	Library and Information Science
Science	Physical Education/Health
Visual and Performing Arts	Technology
School Counseling	Intervention Program
English as a Second Language	Innovation and Design
Preschool	Ethics/Leadership/Finance

- 4.02 Motion to approve the list of textbooks, instructional resources and publishers to be used to implement the curriculum for the 2014-2015 school year. See attachment 4.02
- 4.03 Motion to approve an extension for Home Instruction for student: H-139 through June 20, 2014 for 14 hours/wk.
- 4.04 Motion to accept the Superintendent’s recommendation and approve the revised 2014-2015 school calendar.
- 4.05 Motion to accept the Superintendent’s recommendation to adopt the Houghton Mifflin Harcourt Larson Big Ideas Math textbooks for Grades 5-8.

- 4.06 Motion to accept the Superintendent's recommendation to submit a waiver to the NJ Department of Education modifying the Teacher Evaluation requirements. See Attachment 4.06.

PERSONNEL

Committee Report: Mrs. Dobozyński reported out on the meeting held on May 20th. The next meeting is scheduled for June 24th.

Adoption of: 5.02; 5.07; 5.15 - 5.17

**Motion: Mrs. Simon Second: Mrs. Dobozyński Roll Call Vote: Carried- 6 yes
Mr.Doran-Abstain 5.15**

5.01

Motion to approve payment to Sarah Pauch for 2014 summer work in accordance with her position as Staff Development Coordinator at her contractual per diem rate for a maximum of 20 days.

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

Name	Position	Salary/Step	Effective Dates
Ann Roarty-RMS (replacing KathleenMcLane)	LDT-C 20-01-D2/akd	\$70,865 MA Step15	9/1/2014-6/30/2015
Paul Yunos-RMS (replacing Seth Gardner)	Teacher/PE/Health 20-01-D2/agh	\$52,390 BA Step 2	9/1/2014-6/30/2015
Cheryl O'Brien-RMS (replacing Beverly Vissoe)	Teacher/Lang.Arts 20-01-D2/afa	\$57,590 MA Step 2	9/1/2014-6/30/2015
Jennifer Placzankis	Kindergarten 20-03-D2/afv	\$57,590 MA Step 2	9/1/2014-6/30/2015
* Lilien Drew (replacing Mengli Wang)	Teacher/Language 20-01-D2/auu	\$58,100 MA Step 3	9/1/2014-6/30/2015

- 5.03 Motion to approve the following special education teachers for curriculum writing effective July 1 - August 30, 2014 at \$30 per hour:

Teacher	Curriculum Writing	Amount
Cathy Smith	6 th Grade Language Arts	\$150

Kristin Poroski	7 th Grade Language Arts	\$150
-----------------	-------------------------------------	-------

5.04 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2014 Summer Teacher Academy Program:

Staff Member	School	Teacher Academy Course	Stipend
Barbiche, Jennelle	RMS	Using Technology to Communicate w/Parents	\$90
Bengels, Emily	RMS	Teaching Gifted Students	\$270
Bengels, Emily	RMS	Theater Across the Curriculum	\$270
Bengels, Emily	RMS	Cultivating Passion in the Classroom	\$270
Bengels, Emily	RMS	Educational Movie-Making	\$270
Dauernheim, Kristi	TBS	Math Games Are Time Well Spent	\$225
DelGuidice, Erica	RMS	Readers Notebooks and Read Alouds	\$180
Krayem, Michele	HBS	Science Instruction to the Next Step	\$270
Krial, Sherry	RMS	Basics of Google Chrome, Gmail Session I	\$270
Krial, Sherry	RMS	Basics of Google Chrome, Gmail Session II	\$270
Krial, Sherry	RMS	Basics of Google Drive Session I	\$270
Krial, Sherry	RMS	Basics of Google Drive Session II	\$270
Krial, Sherry	RMS	Intermediate Google: Drive	\$270
MacDade, Katie	RMS	Introducing Google Forms	\$225
MacDade, Katie	RMS	Fantastic Forms	\$225
MacDade, Katie	RMS	FORMative Assessment	\$270
Mahoney, Lauren	HBS	Science Instruction to the Next Step	\$270
McGivney, Beth	RMS	Enhancing Effective Co-teaching Strategies (2days)	\$630
Mirsky, Shaina	RMS	Readers Notebooks and Read Alouds	\$180
O'Brien, Cheryl	RMS	Teaching Argument Writing	\$360
Poroski, Kristin	RMS	Enhancing Effective Co-teaching Strategies (2days)	\$630
Riess, Linda	HBS	Science Instruction to the Next Step	\$270
Schlosser, Arlene	WHS	What we learned Teachers College Reunion	\$270
Tumolo, Anthony	WHS	What we learned Teachers College Reunion	\$270
Tundidor, Jillian	RMS	Basics of Google Chrome, Gmail Session II	\$270

Tundidor, Jillian	RMS	Basics of Google Drive Session II	\$270
Tundidor, Jillian	RMS	Intermediate Google: Drive	\$270
Winter, Maria	HBS	Developing PARCC-Like Assessments-Reading	\$180

- 5.05 Motion to approve an extension for the following teachers to provide home instruction for student H-139 through June 20, 2014 for 14 hours/wk collectively at a rate of \$30.00 per hour:

Krista Volpe	Erica DeGuidice	Kristen Bover
Kristin Poroski	Ryan Newcamp	Emily Bengels

- 5.06 Motion to approve an extension for the following teachers to provide home instruction for student H-141 through June 20, 2014 for 5 hours/wk collectively at a rate of \$30.00 per hour, Courtney Calamito & Krista Volpe.

- 5.07 Motion to approve Tiffany Vocke to provide home instruction for student H-140 from April 24, 2014 through May 16, 2014 at a rate of \$30.00 per hour.

- 5.08 Motion to approve an extension for the following teachers to provide home instruction for student H-140 through May 16, 2014 for 5 hours/wk collectively at a rate of \$30.00 per hour:

Gargi Adhikari	Deanna Simonetti	Tiffany Vocke
----------------	------------------	---------------

- 5.09 Resolved that the Board of Education accepts the recommendation of the Superintendent of Schools to offer a contract for the period of July 1, 2014 - June 30, 2015 to Peter Marro, Custodian, with finalized salary pending conclusion of contract negotiations.

- 5.10 Motion to approve the Superintendent's recommendation and grant employee #5442 two additional days of leave due to family emergency.

- 5.11 Motion to adopt the following resolution:

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") is desirous of appointing James Belske (hereinafter referred to as "Belske") to serve as Coordinator of Information Technology for the Readington Township Public School District; and

WHEREAS, Belske is desirous of accepting employment as Coordinator of Information Technology for the Readington Township Public 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 Belske, as Coordinator of Information Technology for the period beginning on July 1, 2014 and ending on June 30, 2015, in accordance with the terms of the Employment Agreement annexed hereto and incorporated herein by reference.

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 Belske.

5.12 Motion to adopt the following resolution:

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") is desirous of appointing Donald Thornton (hereinafter referred to as "Thornton") to serve as Facilities Manager for the Readington Township Public School District; and

WHEREAS, Thornton is desirous of accepting employment as Facilities Manager for the Readington Township Public 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 Thornton, as Facilities Manager for the period beginning on July 1, 2014 and ending on June 30, 2015, in accordance with the terms of the Employment Agreement annexed hereto and incorporated herein by reference.

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 Thornton.

5.13 Motion to adopt the following resolution:

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") is desirous of appointing Gaye Villa (hereinafter referred to as "Villa") to serve as Assistant Business Administrator/Assistant Board Secretary for the Readington Township Public School District; and

WHEREAS, Villa is desirous of accepting employment as Assistant Business Administrator/Assistant Board Secretary for the Readington Township Public 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 Villa, as Assistant Business Administrator/Assistant Board Secretary for the period beginning on July 1, 2014 and ending on June 30, 2015 in accordance with the terms of the Employment Agreement annexed hereto and incorporated herein by reference.

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 Villa.

5.14 Motion to adopt the following Resolution:

BE IT RESOLVED that the Readington Township Board of Education (hereinafter referred to as the "Board") appoints Barbara Sargent, as the Superintendent of Schools for the Readington Township School District for the period beginning July 1, 2014 and ending on June 30, 2017.

BE IT FURTHER RESOLVED that this Employment Agreement has been submitted to and approved by the Executive County Superintendent, according to standards adopted by the Commissioner of Education, pursuant to N.J.S.A. 18A:7-8(j).

BE IT FURTHER RESOLVED that the Board approves the Employment Agreement with Barbara Sargent for the position of Superintendent of Schools for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Board Secretary/Business to execute, on behalf of the Board, the Employment Agreement by and between the Board and Barbara Sargent.

5.15 Motion to approve Laurie Livesey and Laurie Somma as Special Education Aide Chaperone substitutes at a rate of \$19.71 effective April 25, 2014 through June 20, 2014.

5.16 Motion to approve Gabriel Cherichello as a Special Education Aide Chaperone for Baseball A & B and Softball A at a rate of \$19.71 effective April 7, 2014 through June 20, 2014.

5.17 Motion to approve Gabriel Cherichello as a Special Education Chaperone substitute for the Garden Club at a rate of \$19.71 Effective April 1, 2014 through June 20, 2014.

5.18 Motion to accept the following resignation:

Name	Position	Effective Date
Mengli Wang	Mandarin Teacher/RMS 20-01-D2/auu	June 30, 2014

5.19 Motion to accept the Superintendent's recommendation and approve the following summer support staff, effective July 15, 2014-August 30, 2014.

		<u>Total summer hours</u>	<u>Rate/Hr</u>	<u>Total Summer Rate</u>
Teacher/Staff Member Mary Coyle	6 Weeks 32 Hrs/week	192	\$15	\$2880
Teacher/ Staff Member Edward Dubroski	6 Weeks 32 Hrs/week	192	\$15	\$2880
Student Abigail Terese	5 Weeks 20 Hrs/week	100	\$9	\$900
Student Alexis Girgis	5 Weeks 20 Hrs/week	100	\$9	\$900

- 5.20 Motion to accept the Superintendent's recommendation and approve the following teachers for the 2014 Summer Enrichment Program:

Teacher	Course	Grade	Session (dates)	Amount
Laurie Levesque	Beach Boogie	1-3	July 14-18	\$450.00
Tracey Fitzgerald	Basic Painting	5-8	July 14-18	\$450.00
Emily Bengels	Improv Theater	4-8	July 7-11	\$450.00
Shaina Mirsky	Welcome to RMS	6	July 14-18	\$450.00
Erica DelGuidice	Cooking Class	5-8	July 7-11	\$450.00
Lisa Schmidt	Around the World in 5 Days	1-3	July 7-11	\$450.00
Donna Urbanowicz	Discovery Bottles	1-2	July 14-18	\$450.00
Jack Hasselbring	Beginning Brass	5-6	July 14-18	\$300.00
Jack Hasselbring	Samba Kids Advanced	5-6	July 7-11	\$300.00
Jack Hasselbring	Jazz, Blues, and Pop	6-8	July 7-11	\$300.00
Jack Hasselbring	Advanced Fiddle Camp	6-8	June 23-27	\$300.00
Dribbon/Reed p	Musical Theater	3	June 23-27	\$150.00 \$150.00
Jack Hasselbring n d	*Beginning Fiddle Class	Prior strings	June 23-27	\$300.00

ing minimum requirements for student enrollment

COMMUNICATIONS

Committee Report: No report

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

Policy 1581 – Victim of Domestic or Sexual Violence Leave
Policy 3125 – Employment of Teaching Staff Members
Policy 4125 – Employment of Support Staff Members
Policy 6511 – Direct Deposit
Policy 7522 – School District Provided Technology Devices to Staff Members
Policy 8508 – Lunch Offer Versus Serve (OVS)

UNFINISHED BUSINESS – Fair Funding Resolution Status

NEW BUSINESS FROM BOARD/PUBLIC – No questions or comments

Christine Creilly thanked Mrs. Tucker and acknowledged her excellent work and her fellow co-workers.

ANNOUNCEMENTS FROM THE PRESIDENT

- Please complete the Superintendent's evaluation
- June 18th – School Law Forum
- HSA update- Ray Egbert
- Garden State Coalition- Bill Goodwin

ADJOURNMENT

Motion: Mr. Panico

Second: Mrs. simon

Roll Call Vote: Carried- 7 yes

Motion to Adjourn at 9:34

Respectfully Submitted,

Steffi-Jo DeCasas
SBA/Board Secretary