

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:30
October 14, 2014

Minutes

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

President Livingston called the meeting to order at 7:32 pm and announced the meeting was being held in compliance the Open Public Meetings Act and is 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: Wayne Doran, Ray Egbert, William Goodwin, Vincent Panico, Laura Simon, Eric Zwerling, Cheryl Filler, David Livingston

Absent: None

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

SUPERINTENDENT’S REPORT

- Our Readington Township faculty was able to participate in a rich and engaging Professional Inservice Day yesterday, Columbus Day. Some of the sessions available to our staff included:
 - ReThink Autism
 - Crisis Intervention
 - Student-Led Conferences
 - Nutrition
 - Life After Running Records
 - Think Central – Online math resources
 - Google Classroom
 - CPR
 - The Art of the Chart
 - SMART Notebook

Several sessions were taught by Readington teachers and we welcomed nearly a dozen teachers from the Hampton School District and several of our own wonderful substitute teachers to the inservice sessions. Sarah Pauch, our district Staff Development Coordinator, deserves all the credit for organizing this day for our staff.

Twelve 6th graders and fourteen 7th graders are being honored by the American Labor Museum for essays or poems they wrote based on their research on NJ Workers: Then and Now. A

reception will be held at the Botto House National Landmark in Haledon on October 17th at 6 p.m. Ms. Bengels from our Enrichment Program will be present at the reception.

- Mickelson Academy – Erik Yates, Supervisor of Math, Science and Technology conducted a presentation about district teachers' participation in this year's academy.

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

- None

CORRESPONDENCE

- Recognition of Dominic Vastano for achieving his Eagle Scout award.

ADMINISTRATIVE REPORTS

Adoption of 1.01 – 1.02

Motion: Mr. Goodwin

Second: Mrs. Simon

Roll Call Vote: 8 yes

- 1.01 Motion to accept the following HIB reports:
HIB Report 09/15/2014 RMS 6th Grade – Did not meet definition of HIB
HIB Report 10/02/2014 RMS 6th Grade – Did not meet definition of HIB
HIB Report 10/07/2014 RMS 8th Grade – Did not meet definition of HIB
- 1.02 Motion to adopt the 2014-15 Nurses Plan as presented
- 1.03 Enrollment and Drill Reports

MINUTES

Adoption of 2.01 – 2.05

Motion: Mr. Doran

Second: Mr. Egbert

Roll Call Vote: 8 Yes

Abstentions:

2.01 Panico, Zwerling

2.02 Egbert, Simon

2.03 Livingston

2.05 Livingston

- 2.01 Motion to approve the Board of Education Minutes, September 9, 2014.
- 2.02 Motion to approve the Board of Education Minutes, September 23, 2014.
- 2.03 Motion to approve the Board of Education Special Meeting Minutes, September 17, 2014.
- 2.04 Motion to approve the Executive Session Minutes, August 26, 2014.

- 2.05 Motion to approve the Executive Session Minutes, September 17, 2014.

Committee Reports are available on the district website.

FINANCE/FACILITIES

Committee Report: Mr. Goodwin summarized a report for the meeting held on September 23rd.

Adoption of 3.01-3.08

Motion: Mr. Goodwin Second: Mrs. Filler Roll Call Vote: Carried - 8 yes

- 3.01 Motion to approve the **Bill List** for the period from **September 25, 2014** through **October 15, 2014** for a total amount of **\$2,207,389.05**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule October 14, 2014** for a total amount of **\$2,439.36**. Attachment 3.02
- 3.03 Motion to approve **Account Transfers** for **September 1, 2014** through **September 30, 2014**. Attachment 3.03
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: August 31, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 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 August 31, 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 August 31, 2014. Attachment 3.04

- 3.05 Motion to approve the 2014-2015 M-1 and Comprehensive Maintenance Plan.
Attachment 3.05

3.06 Motion to close the Club and the Library Sub Accounts of the Three Bridges School Student Activity Account and transfer the applicable funds to the School Sub Account of the TBS Student Activity Account.

3.07 Motion to adopt the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON, IN THE COUNTY OF HUNTERDON, NEW JERSEY DIRECTING THE UNDERTAKING OF A CONTINUING DISCLOSURE REVIEW AND AUTHORIZING PARTICIPATION IN THE "MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION" INITIATIVE OF THE DIVISION OF ENFORCEMENT OF THE U.S. SECURITIES EXCHANGE COMMISSION

WHEREAS, the Board of Education of the Township of Readington in the County of Hunterdon New Jersey (the "Issuer") has previously issued one or more series of bonds and or notes, including in the past five (5) years pursuant to one or more preliminary and final official statements (collectively, the "Bonds"); and

WHEREAS, in connection with the issuance of such Bonds, the Issuer covenanted with Bondholders to provide certain secondary market information on an annual basis to the Nationally Recognized Municipal Securities Information Repositories (pre-2009) and to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access Data Port (2009 to present) ("EMMA"), including, but not limited to, audited financial statements, budgets, other financial and operating data and ratings changes; and

WHEREAS, the Securities and Exchange Commission (the "SEC") has recently focused attention on what it alleges is widespread failure of local government issuers across the nation to meet their continuing disclosure obligations and misrepresentation through material misstatements in an official statement (innocently, inadvertently or otherwise) of past compliance with continuing disclosure obligations; and

WHEREAS, in an effort to remedy these perceived issues, the SEC has implemented the Municipalities Continuing Disclosure Cooperation Initiative (the "MCDC"), a limited-time program ending at 12:00 a.m. on December 1, 2014, that encourages issuers of municipal bonds, including the Issuer, to self-report possible material misstatements or omissions, made in the past five (5) years in an official statement regarding compliance with prior continuing disclosure obligations; and

WHEREAS, by participating in the MCDC, issuers agree to accept certain non-monetary penalties, in lieu of unknown, and, potentially significant monetary and non-monetary penalties the SEC has threatened on issuers that do not participate in the MCDC, should the SEC determine that an issuer has made material misstatements in an official statement regarding compliance with prior continuing disclosure obligations; and

WHEREAS, by participating in the MCDC, issuers agree to accept the following penalties, if imposed by the SEC (i) compliance with a cease and desist order in which the issuer neither admits nor denies the findings of the SEC, (ii) implementation of policies, procedures and training

regarding continuing disclosure obligations, (iii) compliance with all existing continuing disclosure undertakings, (iv) cooperation with any further SEC investigation, (v) disclosure of settlement terms in any final official statement issued within five years of the date of institution of the proceedings, and (vi) production to the SEC of a compliance certificate regarding the applicable undertakings on the one year anniversary of the proceedings; and

WHEREAS, the Issuer desires to conduct a disclosure review which will (i) summarize the results of the Issuer's prior compliance with its secondary market disclosure obligations and (ii) compare those results to the statements made by the Issuer in its official statements regarding past compliance (the "Disclosure Review"); and

WHEREAS, the Issuer further desires to retain the services of disclosure specialist to conduct the Disclosure Review; and

WHEREAS, based on the results of the Disclosure Review, and weighing the known, non-monetary penalties that may come through the Issuer's participation in the MCDC versus the unknown, and, by all accounts, potentially significant monetary and non-monetary penalties the SEC has threatened on issuers that do not self-report, the Issuer further desires to delegate to the Chief Financial Officer, in consultation with the Issuer's general counsel, bond counsel, auditor and other finance professionals, the power to prepare and submit all documentation required to enter the Issuer's Bond issues into the MCDC, as necessary;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ISSUER, AS FOLLOWS:

Section 1. The Issuer hereby authorizes completion of the Disclosure Review.

Section 2. The Issuer hereby authorizes the Chief Financial Officer to engage the services of a disclosure specialist to complete the Disclosure Review; provided that the award of any contract in connection therewith meets the requirements of Issuer's applicable public contracting laws.

Section 3. In the event the Disclosure Review reveals that the Issuer **may** have made a material misstatement regarding the Issuer's compliance with prior continuing disclosure undertakings, the Issuer hereby authorizes and directs the Chief Financial Officer to prepare and submit all documentation necessary to enter the Issuer's applicable Bond issues into the MCDC.

Section 4. Any action taken by the Chief Financial Officer, or any other officer of the Issuer, with respect to the Disclosure Review, the engagement of a disclosure specialist and participation in the MCDC is hereby ratified and confirmed.

Section 5. This resolution shall take effect immediately.

3.08 Motion to approve the following construction change orders:

| Project | Change Order No. | Contractor | Description | Amount |
|------------------|------------------|------------------------|-----------------------|----------|
| 4350-050-14-2000 | 1 | Salazar and Associates | Building Permit Fee | \$439.00 |
| 4350-050-14-2000 | 2 | Salazar and | Additional electrical | \$407.93 |

| | | | | |
|------------------------------|---|-------------------------------|------------------------------------|------------|
| RMS Lifeskills | | Associates | outlet and wiring | |
| 4350-060-13-3003 TBS Roof | 2 | Northeast Roof Maintenance | Installation of Plywood decking | \$9,470.00 |
| 4350-060-13-3003 TBS Roof | 3 | Northeast Roof Maintenance | Permit Fees | \$350.00 |
| 4350-060-13-3003 TBS Roof | 4 | Northeast Roof Maintenance | Permit Fees | \$439.00 |
| 4350-070-13-3004 WHS Roof | 4 | Northeast Roof Maintenance | Permit Fees | \$486.00 |
| 4350-050-14-3000 RMS Roof | 4 | Northeast Roof Maintenance | Permit Fees | \$189.00 |

EDUCATION/TECHNOLOGY

Committee Report: Mr. Livingston provided a report for the meeting held on October 1st.

Adoption of 4.01 – 4.11

Motion: Mrs. Filler Second: Mr. Goodwin Roll Call Vote: Carried- 8 yes

4.01 Motion to adopt Math curriculum for Grade 3 Honors, Grade 5 Honors, Grade 6 Pre-Algebra, Grade 6 Advanced Math, Grade 6 -Grade 5 Accelerated Math, Grade 7, Pre-Algebra and Algebra II. Attachment 4.01 - 4.01f

4.02 Motion to adopt curriculum for Literacy Grades 5. Attachment 4.02

4.03 Motion to approve Home Instruction for student: H-146 beginning September 28, 2014 through October 12, 2014. Services to be provided by Education Inc. at a rate of \$47.00 per hour

4.04 Motion to approve additional 2014-15 field trips for district LLD/Life Skills students.

| Trip | Location |
|------------------------------------|------------------|
| Norz Hill Farm | Hillsborough, NJ |
| Reading Cinema and McDonald's | Manville, NJ |
| Target (holiday shopping) | Bridgewater, NJ |
| Print Shop & Pretzel Factory | Hillsborough, NJ |
| Flemington Floral Company | Flemington, NJ |
| Strike and Spare Bowling | Green Brook, NJ |
| Hillsborough High School (Theater) | Hillsborough, NJ |

- 5.02 Motion to approve the following as members of the HBS & I&RS committee for the 2014-2015 school year at a stipend of \$30.00 per hour not to exceed 15 hours.

| |
|-------------------|
| Beth Luque |
| Christine Crielly |
| Rachel Gass |
| Lillian Liskovec |
| Connie Rocha |
| Jeanne Rutledge |

- 5.03 Motion to approve the following RMS winter coaching assignments for the 2014-15 school year:

| SPORT | NAME | SALARY |
|--------------------|-------------------|---------------|
| Cheerleading A | Michele Hoff | \$4,500 |
| Cheerleading B | Courtney Calamito | \$3,800 |
| Boys Basketball A | Robert Clymer | \$4,500 |
| Boys Basketball B | Matthew Carder | \$3,800 |
| Girls Basketball A | Jim Casertano | \$4,500 |
| Girls Basketball B | Paul Yunos | \$3,800 |
| Wrestling A | Bruno Somma | \$4,500 |
| Wrestling B | David deVelder | \$3,800 |

- 5.04 Motion to accept the Superintendent's recommendation and approve the change in position for Russell Mobley from a Substitute Bus Driver to full time Bus Driver, Step 1, at a rate of \$18.75 per hour, 3 hours/day for 167 days effective October 1, 2014.

- 5.05 Motion to amend motion 5.11 on the September 23, 2014 agenda to correct Melissa Spatz' chaperone rate for the 2014-15 school year from \$22.98 to \$25.18 per hour.

- 5.06 Motion to accept the Superintendents recommendation and approve the appointment of the following substitute bus drivers at an hourly rate of \$16.50 per hour.

| NAME | EFFECTIVE DATE |
|-----------------|-----------------------|
| Andrea Krol | October 6, 2014 |
| Randy Pawlowski | October 14, 2014 |

- 5.07 Motion to accept the Superintendent's recommendation and approve the following teachers as advisors for the RMS Winter Sports Afternoon Homework Room for the 2014-15 school year at a stipend for each of \$25 per hour.

| | | |
|-----------------|-----------------|----------------|
| Blair Alber | Kathryn MacDade | Ryan Newcamp |
| Kristin Poroski | Michael Roosen | Stephanie Wood |

- 5.08 Motion to acknowledge the following retirement with appreciation for her years of service, effective March 1, 2015:

| | |
|----------------|---|
| Dale Dalrymple | PE/Health Teacher (RMS) 20-01-D2/agi |
|----------------|---|

- 5.09 Motion to accept the Superintendent's recommendation and approve the following teachers for facilitating workshop at the October 13, 2014 In-service Day:

| Teacher/Facilitator | Prep Time | Amount |
|-----------------------|------------|----------|
| Barbiche, Jennelle | 1.5 hours | \$45.00 |
| Bengels, Emily | 1.5 hours | \$45.00 |
| Bengels, Emily | 1.5 hours | \$45.00 |
| Kovacs, Linda | 1.5 hours | \$45.00 |
| Rehrig, Jodi | 1.5 hours | \$45.00 |
| Tumolo, Anthony | 1.5 hours | \$45.00 |
| Cataldi, Kathy | 3.0 hours | \$90.00 |
| Connelly, MaryAnn | 3.0 hours | \$90.00 |
| Krayem, Michele | 3.0 hours | \$90.00 |
| MacDade, Katie | 3.0 hours | \$90.00 |
| Pauch, Sarah | 3.0 hours | \$90.00 |
| Riess, Linda | 3.0 hours | \$90.00 |
| Singer, Stephanie | 3.0 hours | \$90.00 |
| Winter, Maria | 3.0 hours | \$90.00 |
| Lopes-Shreiber, Zelia | 12.0 hours | \$360.00 |

- 5.10 Motion to accept the Superintendent's recommendation and approve Readington Middle School clubs and club advisors for the 2014-2015 school year. Attachment 5.10

- 5.11 Motion to approve the following mentors for the 2014-2015 school year as follows:

| New Staff Member | Mentor | School | Term |
|------------------|-------------------|--------|-----------|
| Ramsay, Cliff | Darby, Christiane | RMS | Full Year |

- 5.12 Motion to approve a 2014-2015 Rocketry Club at Holland Brook School and to approve Deanna Simonetti as Rocketry Club advisor at a stipend rate of \$711.51.

Requested that safety precautions be investigated and provided for during this activity. Mr. Yates stated that he would meet with the advisor regarding safety precautions.

- 5.13 Motion to approve the following teachers to translate special education documents from English to Spanish, French or Mandarin at a rate of \$30 per hour.

| | |
|--------------------|-------------------|
| Alfonsina Altomare | Yolanda Campuzano |
| Yolanda Lima | Chuan Ying-Yang |

- 5.14 Motion to approve the following Substitute Nurse appointments for the 2014-2015 school year:

| | |
|---------------------|---------------------------|
| Mary Ann Connelly | Contractual per diem rate |
| Maureen Sjonell | Contractual per diem rate |
| Stephanie Armstrong | Contractual per diem rate |
| Deborah Nazzaro | Contractual per diem rate |

- 5.15 Motion to accept the following resignations:

| Name | Position | Effective Date |
|----------------|----------------------------|-------------------|
| Frank Byra | Bus Driver 80-06-D6/aof | October 17, 2014 |
| Jennifer Fisch | Bus Driver 80-06-D6/anm | November 14, 2014 |

- 5.16 Motion to amend Motion 5.13 on the September 23, 2014 agenda to reflect the following changes to Club Advisors for the 2014-15 school year:

| Club | Advisor | Stipend |
|-------|------------------|----------|
| Samba | Jack Hasselbring | \$875.57 |
| | Tiffany Vocke | \$875.57 |

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

| NAME | POSITION | RATE | EFFECTIVE DATES |
|---------------------|---|--|------------------------------------|
| Kathleen Blackstone | Long Term Replacement Teacher (replacing employee# 20-01-D2/ahd -LOA) | Substitute rate for the first 20consecutive days, Step 1 per diem rate. BA, Step 1 after that. | 10/27/2014- on or about 03/02/2015 |

- 5.18 Approve new position of part-time Kindergarten Classroom Aide and accompanying Job Description for Whitehouse School. Attachment 5.18
- 5.19 Approve new position of two Grade Level Leaders and accompanying Job Description for HBS as amended. Attachment 5.19

COMMUNICATIONS

Committee Report: No meeting

Adoption of 6.01

Motion: Mrs. Filler

Second: Mrs. Simon

Roll Call Vote: Carried -8 yes

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

Policy and Regulation 5610 – Suspension

Policy and Regulation 5611 – Removal of Students for Firearms Offenses

Policy and Regulation 5612 – Assaults on District Board of Education Members or Employees

Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses

Policy 5620 – Expulsion

Policy and Regulation 8462 – Reporting Potentially Missing or Abused Children

UNFINISHED BUSINESS

- Board objectives due November 11, 2014

NEW BUSINESS FROM BOARD/PUBLIC

- Mr. Doran led a discussion regarding implementation of suggestions to increase community participation/outreach following the board retreat. (have notes for further clarification).
- Personnel Committee reports discussion was led by Committee Chair, Mr. Doran. He noted he would prefer more detailed notes rather than general agenda items. He would like to publish an item description and recommended action to the board. The board attorney will be consulted about this process.

ANNOUNCEMENTS FROM THE PRESIDENT

- Delegate Assembly November 15, 2014
- NJSBA conference October 28th through October 30th, 2014 including Garden State Coalition of Schools meeting and Mrs. Higgins presentation on the Green Ribbon Award received by TBS
- BOE Candidate deadline October 24, 2014
- Mr. Egbert attended the H.S.A. meeting on October 1st
- Green Committee – Mr. Zwerling noted that further discussion needs to take place about renewal of the contract with I-Energy
- Need to revise policy regarding annual organization meeting to reflect November elections and January reorganization meeting date

Motion to Adjourn at 8:47 p.m.

Motion: Mr. Panico

Second: Mrs. Filler

Vote: Carried – 8 yes

Respectfully submitted,

Steffi-Jo De Casas
School Business Administrator/Board Secretary