

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 5:00 p.m.
July 21, 2015

MINUTES

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

Cheryl Filler called the meeting to order at 5:00 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 was taken.

Present: Christopher Allen, Wayne Doran, William Goodwin, Anna Shinn, Laura Simon, Cheryl Filler

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

SUPERINTENDENT’S REPORT

- HIB Self Assessment Report
- EVVR – January through June 2015 Report

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

For members of the Readington Township School District community who may be joining a Meeting for the first time or would like to provide comments tonight, we’re sharing the Board Policy pertaining to public comments. Thank you in advance for sharing your thoughts as per the District’s Policy.

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:

1. All statements shall be directed to the presiding officer. No participant may address or question Board members individually unless directed by the presiding officer.
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate; Web participants will type the information in as a preface to their comments.
3. If the Board of Education is webcasting the public meeting, the “chat” feature will be on during the public comment sessions only.
4. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard and time permits.

5. In order to provide sufficient opportunity for the public to be heard, a time limit of three minutes for each participant may be observed. Webcast participants making comments via chat may only enter one 256 character comment, excluding the announcement of his/her name and place of residence, unless the presiding officer asks for clarification or further information. The President may, at his/her discretion, limit discussion on any topic.

The portion of the meeting during which the public is invited shall be limited to sixty minutes and will be concluded by 11:00 p.m.

CORRESPONDENCE

C.M. – Math placement request letter

ADMINISTRATIVE REPORTS

Motion to adopt 1.01

1.01 Acknowledgement of the Enrollment and Drill Reports for June 2015 will be presented at the August meeting.

MINUTES

Motion to adopt 2.01 – 2.06

Motion: Mr. Doran

Second: Mrs. Shinn

Roll Call Vote: Carried -6 yes

(Mr. Goodwin abstained on 2.05 and 2.06)

2.01 Motion to approve the Minutes June 9, 2015

2.02 Motion to approve the Executive Session Minutes June 11, 2015

2.03 Motion to approve the Special Meeting Minutes June 11, 2015

2.04 Motion to approve the Special Meeting Minutes June 17, 2015

2.05 Motion to approve the Minutes June 23, 2015

2.06 Motion to approve the Executive Session Minutes June 23, 2015

FINANCE/FACILITIES

Committee Report

Motion to adopt 3.01 – 3.08

Motion: Mr. Goodwin

Second: Mrs. Shinn

Roll Call Vote: Carried -6 yes

(Mr. Allen abstained from 3.02)

3.01 Motion to approve the **Bill List** for the period from **June 25, 2015** through **July 21, 2015** for a total amount of **\$1,647,961.88**. Attachment 3.01

3.02 Motion to approve **District Travel Schedule July 21, 2015** for a total amount of **\$2,844.72**. Attachment 3.02

3.03 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: May 31, 2015 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of May 31, 2015 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 May 31, 2015 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 May 31, 2015. Attachment 3.03-3.03a

3.04 Motion to approve the district's food service contract (year 5 extension) with Maschio's Food Services Inc. for the 2015-16 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 (same as prior year)
- Annual Management Fee of \$11,008 (no change)
- Student Lunch Price - \$ 2.70 (was \$2.60)

3.05 Motion to approve the following resolution:

Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

WHEREAS, Steffi-Jo DeCasas, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Readington Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Steffi-Jo DeCasas to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

3.06 Whereas, the Readington Township Board of Education has received notice from the New Jersey Department of Education that it will receive \$11,442.00 reimbursement for 2014-15 Nonpublic School Transportation Costs in accordance with NJSA 18A:39-1a, and

Whereas, NJAC 6A:23A-13.3(d) permits an adjustment to the district's year end surplus for a district board of education receiving reimbursement of Nonpublic School 2014-15 Transportation Costs,

Now therefore be it Resolved that the Readington Township Board of Education hereby appropriates \$11,442.00 to line account 11-000-270-160-000-107 Student Transportation Sal Reg for the 2015-16 School Year.

3.07 Whereas, the Readington Township Board of Education has received notice from the New Jersey Department of Education that it will receive \$243,633 reimbursement for 2014-15 Extraordinary Aid Special Education Reimbursement, and

Whereas, an adjustment to the district's year end surplus for a district board of education receiving extraordinary aid is permitted for unbudgeted revenue funds, and

Whereas, the Readington Township Board of Education anticipated \$80,000 in extraordinary aid revenues for 2014-15,

Now therefore be it Resolved that the Readington Township Board of Education hereby makes the following appropriations to the 2015-2016 School Year Budget:

Account Number	Title	Amount
11-120-100-101-000-170	Reg Instr 1-5 Sal WHS	\$106,560
11-190-100-106-000-160	Reg Instr 1-5 Other Sal TBS	\$20,000
11-190-100-106-000-170	Reg Instr 1-5 Other Sal WHS	\$10,000
11-000-270-160-000-107	Student Transp Sal Reg	\$27,073

- 3.08 Motion to adopt a resolution to participate in a joint transportation agreement with the Warren County Special Services School District to transport one student to the Lakeview School for the 2015-16 School Year. Attachment 3.08

EDUCATION/TECHNOLOGY
Committee Report

Motion to adopt 4.01 – 4.09

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

- 4.01 Motion to accept the Superintendent’s recommendation and approve 2015-2016 fundraisers for Holland Brook School. (Attachment 4.01)

- 4.02 Motion to approve the Superintendent’s recommendation and approve the following events for Holland Brook School for the 2015-2016 school year:

Event	Date
Bobcat Pumpkin Bash	October
Bobcat Bingo Night	March

- 4.03 Motion to approve nonpublic contracts for the 2015-2016 school year with the Hunterdon County ESC to provide auxiliary and handicapped services, pertaining to chapters 192-193, chapter 16-2.5 Nonpublic Nursing Agreement, and Child Study Team Services, as needed. Attachment 4.03

- 4.04 Motion to accept a donation from the HSA for six iPad minis and cases to the TBS first grade.

- 4.05 Motion to accept a Jean Stauber Grant in the amount of \$283.29 from the Beacon Society to purchase library materials that will introduce the literary character, Sherlock Holmes, to Readington Middle School students.

- 4.06 Motion to approve the following tuition agreements for students to attend the designated out of district programs for the 2015-2016 school year at the noted cost:

Student Number	School	School Yr. Tuition	ESY Tuition
S-109	The Midland School	\$49,237.20	\$8,206.20
S-235	Stepping Stone School	\$46,557.00	N/A
S-031	Matheny Medical & Educational Center	\$80,520.00	\$16,280.00
S-216	The Center School	\$55,427.40	\$6,158.60
S-189	The Arc Kohler School	\$63,585.96	\$11,965.10
S-189	The Arc of Kohler School (Personal Aide)	\$24,552.00	\$4,620.00
S-151	The Arc of Kohler School	\$63,585.96	\$11,965.10
S-129	Lakeview School	\$82,101.60	\$13,683.60

- 4.07 Motion to approve the following Integrated Preschool student contracts for the 2015-2016 school year:

Student ID Numbers:

662129	187629	668429
694429	413929	302029
827429		

- 4.08 Motion to approve the 2015-2016 Level One Services from the New Jersey Commission for the Blind and Visually Impaired for the following students at a cost of \$1,900 per student:

S-031	S-177
S-148	S-129

- 4.09 Motion to apply for and accept a Wrigley Company Foundation National Wildlife Federation Grant in the amount of \$500 to be used to expand recycling and waste reduction campaigns at RMS.

PERSONNEL
Committee Report

Motion to adopt 5.01 – 5.14

Motion: Mr. Doran

Second: Mr. Goodwin

Roll Call Vote: Carried -6 yes

- 5.01 Motion to accept the Superintendent’s recommendation and approve the following **Substitute Teacher/Aide/Nurse** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

Diane Krasovec

- 5.02 Motion to accept the following resignations for the purpose of retirement, with appreciation for their years of service to the Readington Township School District.

NAME	POSITION	EFFECTIVE DATE
Janet Santos	Instructional Aide - HBS	June 30, 2015
AnneMarie Ehler	Grade 2 Teacher - TBS 20-03-D2/acu	September 30, 2015

- 5.03 Motion to accept the Superintendent’s recommendation and approve the following appointments:

Name	Position	Salary/Step	Effective Dates
Megan-Ashley Menza (replacing Jonathan Lerner)	Teacher/Science, RMS 20-01-D2/aei	BA, Step1 \$53,280	09/01/2015- 06/30/2016
Steven Cannon (replacing Chester Schultz)	Maintenance Mechanic 70-05-D5/aoo	Unaligned \$50,000 (prorated)	07/08/2015- 06/30/2015
Sherry Krial	.5 Staff Development Coordinator; 20-05-D2/avg .5 Intervention Teacher 20-04-D2/aga	MA+30, Step 16 \$76,755.00	09/01/2015- 06/30/2015

Mary Salama-Aetia (replacing Kelly Lee)	Teacher/Science RMS 20-01-D2/aeh	MA, Step 8 \$61,030	09/01/2015- 06/30/2016
Katie Van Why (replacing Kathy O'Brien)	Teacher/Special Ed 20-04-D2/ajc	MA, Step 4 \$59,500	09/01/2015- 06/30/2016

5.04 Motion to accept the Superintendent's recommendation and approve the following Leave Replacement appointments:

Name	Position	Salary/Step	Effective dates
Caitlin McAloon	School Social Worker (LOA- employee #5316) 20-03-D2/akb TBS	Substitute rate for the first 20 consecutive days, BA, Step 1 per diem rate thereafter	09/01/2015- 11/02/2015
Lori Yukniewicz	Computer Teacher (LOA- employee #4901) 20-04- D2/agv WHS	BA, Step 1 \$53,280	09/01/2015- 06/30/2016

5.05 Motion to accept the Superintendent's recommendation and approve the following teachers for curriculum writing, effective July 1 – August 30, 2015 at \$30.00 per hour:

Teacher	Curriculum Writing	Amount
Hasselbring, Jack	Music 4-5 Grades	\$120.00 (4 hrs.)
Kovacs, Linda	Technology Grades 4-5	\$150.00 (5 hrs.)

5.06 Motion to accept the Superintendent's recommendation and approve the following teachers to participate in the 2015 Summer Teacher Academy Program.

Staff Member	Date	Teacher Academy Course	Stipend
Kwiatkowski-Belt, Donna	6/22/2015	Using Active Reading	\$60.00
O'Connor, Kathryn	6/23/2015	Google for You and Your Students	\$60.00

O'Connor, Kathryn	6/23/2015	SMART Notebook	\$40.00
Ogden, Colleen	6/24/2015	Google for You and Your Students	\$60.00
DeBaro, Deb	7/14/2015	Phonics	\$60.00
O'Connor, Kathryn	7/14/2015	Phonics	\$60.00
Sadlon, Cathy	7/14/2015	Phonics	\$60.00
DeBaro, Deb	7/21/2015	Growth Mindset	\$60.00
Pascale, Denise	7/21/2015	Growth Mindset	\$60.00
Campuzano, Yolanda	7/30/2015	Good Habits? Bad Habits?	\$60.00
Horvath, Elizabeth	8/6 & 27/2015	Book Study: In the Best Interest of Students	\$60.00
DeBaro, Deb	8/11/2015	Social Skills Seminar	\$60.00
Campuzano, Yolanda	8/31/2015	Google for You	\$60.00

5.07 Motion to approve Kathy Cataldi, Mary Anne Connelly, Nancy Kelly and Deborah Nazzaro to provide substitute health office coverage for the Summer Enrichment Program, at their contractual rate.

5.08 Motion to amend the days approved for Marybeth Schwarz, Special Education Teacher for the Extended School Year Summer Program from 4 days to 5 days.

5.09 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers for the 2015-16 school year:

Add	20-04-02/ayi	Grade 1 WHS
Add	20-03-02/ayh	Grade 2 WHS
Delete	20-03-D2/avp	.2 TBS Phys. Ed
Delete	20-04-D2/avq	.2 WHS Phys. Ed
Delete	20-01-D2/avr	.2 RMS PE/Health
Delete	20-02-D2/avs	.8 HBS Pe/Health
Delete	20-01-D2/ahz	RMS Teacher Spec. Ed
Delete	20-01-D2/adz	RMS Math

Delete	20-01-D2/afj	RMS Spanish
Delete	20-03-D2/acx	TBS Grade 1
Delete	20-04-D2/akk	WHS Speech (.5)
Delete	20-03-D2/acq	TBS Grade 3

Jaime Ericson	Transfer from to	20-03-D2/acx 20-04-D2/adj	TBS Grade 1 WHS Grade 1
Kelly Parks	Transfer from to	20-01-D2/afj 20-02-D2/avb	RMS Teacher/Spanish HBS Teacher/Spanish
Robin Davies	Transfer from to	20-02-D2/acd 20-04-D2/acz	HBS Teacher/Grade 4 WHS Teacher/Grade 3

Kelly Neuberger	Transfer from to	20-04-D2/acz 20-02-D2/acd	WHS Teacher/Grade 3 HBS Teacher/Grade 4
Alissa Buelow	Transfer from to	20-03-D2/act 20-03-D2/axf	TBS Teacher/Grade 2 TBS Teacher/K
Donna Kwiatkowski Belt	Transfer from to	20-03-D2/acq 20-03-D2/act	TBS Teacher/Grade 3 TBS Teacher/Grade 2
Jessica Marczyk	Transfer from	20-03-D2/axf 20-04-D2/ahy	TBS Teacher/K WHS Teacher/Spec. ED

5.10 Motion to approve payment to Sherry Krial for 2015 summer work in accordance with her position as Staff Development Coordinator at her contractual per diem rate not to exceed 10 days.

5.11 Motion to award the following merit bonus to the Superintendent of Schools for School Year 2014-15:

Board of Education decision: Satisfactory Progress Made on Merit Goal #1, Award Bonus: 2.3% = \$3,565

Board of Education decision: Satisfactory Progress Made on Merit Goal #2, Award Bonus: 3.3% = \$5115.00

Board of Education decision: Satisfactory Progress Made on Merit Goal #3, Award Bonus: 2.3% = \$3565.00

Board of Education decision: 40% of District Goals were determined to be fully achieved with outstanding performance. Award Bonus: 40% of \$3,875 = \$1,548

5.12 Motion to accept the Superintendent's recommendation and appoint Tracey Arnone as a school bus driver, 80-06-D6/anm, Step 5, at the rate of \$20.27 per hour for 3.5 hours per day for 181 days, effective September 1, 2015 – June 30, 2016.

5.13 Motion to approve the following salary increases in recognition of the following employees' attainment of additional credits for lateral movement per RTEA Guide.

Employee Name	School	Effective Date	From Step	To Step
Kevin Meyer	RMS	9/1/2014	BA, Step 7	BA+15, Step 7
Kevin Meyer	RMS	2/1/2015	BA+15, Step 7	MA, Step 7
Melissa Spatz	RMS	9/1/2014	BA, Step 10	BA+15, Step 10
Melissa Spatz	RMS	2/1/2015	BA+15, Step 10	MA, Step 10
Blair Alber	RMS	9/1/2014	BA, Step 8	BA+15, Step 8
Blair Alber	RMS	2/1/2015	BA+15, Step 8	MA, Step 8
Gargi Adhikari	HBS	9/1/2014	BA+15, Step 6	MA, Step 6
Elise Zuegner	RMS	9/1/2014	BA+15, Step 22	MA, Step 22

Edward Dubroski	TBS	9/1/2014	BA+15, Step 6	MA, Step 6
Michelle Hoff	RMS	2/1/2015	BA, Step 4	BA+15, Step 4
Kristen Frohn	WHS	9/1/2015	BA, Step 3	BA+15, Step 3

5.14 Motion to accept the following resignation

NAME	POSITION	EFFECTIVE DATE
Kelly Lee	Teacher/Science – RMS 20-01-D2/aeH	September 30, 2015 or earlier

COMMUNICATIONS

Committee Report

Motion to adopt 6.01

Motion: Mrs. Simon

Second: Mrs. Shinn

Roll Call Vote: 5 yes; 1 no

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

Policy 2312 Class Size

6.02 Motion to accept the Superintendent's recommendation to approve for first reading the following policy:

Policy 7423 Green Cleaning

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

- NJSBA Conference October 27-October 29, 2015.
- August Meeting – Board Retreat (schedule for late August)
- The board held a discussion about the meetings scheduled for October through December with some members noting they would prefer two meetings per month. Discussion also addressed holding meeting at the various schools. Problems with logistics and recording were mentioned but some members felt strongly that site visits should be held especially at Three Bridges.

OPEN TO THE PUBLIC

ADJOURNMENT

Motion to Adjourn at 5:55 p.m.

Motion: Mrs. Simon

Second: Mr. Doran

Vote: 6 yes

Respectfully submitted,

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