

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:30 p.m.
November 10, 2015

MINUTES

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

Mrs. Filler called the meeting to order at 7:36 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, Ray Egbert, William Goodwin, Anna Shinn, Laura Simon, Cheryl Filler

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

Absent: Wayne Doran, Vincent Panico, Eric Zwerling

Flag Salute

SUPERINTENDENT'S REPORT

- Holland Brook School Presentation – Technology used in the classrooms
- It was such a pleasure to attend the special *Sustainable Schools NJ* ceremony at the NJ School Boards Association Conference two weeks ago. Each of our school principals received awards for their schools and Kristen Higgins was awarded a Sustainability Champion Award for earning the greatest number of points for an elementary school. It was a great night for Readington Schools and the fine leaders who champion sustainable issues.
- Our schools will be welcoming guest instructors this week and next in honor of National Education Week. Today, some of our 7th grade math students spoke with a Professor of Economics from Raritan Valley Community College about how technology is impacting the 40 hour work week. Later this month, we will also welcome our Board President, several other RVCC professors, the mayor, a retired RMS teacher, and our County Superintendent to our classrooms to speak with students. We are lucky to be able to connect with our smart community in this meaningful way.

- Finally, our middle school winter concerts will be upon us shortly. Be sure to attend the Instrumental Concert on Tuesday, December 1 and the Choral Concert on Monday, December 21. These concerts are held at Hunterdon Central Regional HS in their beautiful auditorium.

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

CORRESPONDENCE

- SAIF letter – Notice of Safety Award 2014-15 Worker's Comp Insurance
- D.L. email

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 – 1.02

Motion: Mrs. Simon Second: Mrs. Shinn Roll Call Vote: Carried -6 yes

1.01 Enrollment and Drill Reports

1.02 Motion to accept the following HIB report:

Date	School	Findings of Harassment, Intimidation or Bullying
10/12/2015	RMS	No
10/29/2015	HBS	No

MINUTES

Motion to adopt 2.01 – 2.02

**Motion: Mrs. Simon Second: Mrs. Shinn Roll Call Vote: 5 yes
(Mr. Goodwin abstained)**

2.01 Motion to approve the Minutes October 13, 2015
Correction: Board Goals – Personnel (not Wayne Doran) clarification Bd President report about self evaluation.

2.02 Motion to approve the Executive Session Minutes October 13, 2015

FINANCE/FACILITIES

Committee Report – Mr. Goodwin reported out on meetings held on October 19, 2015 and November 2, 2015.

Motion to adopt 3.01 – 3.07

Motion: Mrs. Shinn

Second: Mrs. Simon

Roll Call Vote: Carried -6 yes

- 3.01 Motion to approve the **Bill List** for the period from **October 15, 2015** through **November 11, 2015** for a total amount of **\$1,291,471.39**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule November 10, 2015** for a total amount of **\$1,719.89** (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **September 30, 2015** through **October 31, 2015**. (Attachment 3.03-3.03a)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: September 30, 2015 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of September 30, 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 September 30, 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 September 30, 2015. (Attachment 3.04-3.04a)

- 3.05 Motion to accept 2014-15 NCLB Title I Grant Carry-over Funds in the amount of \$11,448 and the Title II Grant Carry-over in the amount of \$6,333.96 for the purchase of supplies.
- 3.06 Motion to transfer the remaining balance of \$442,269.31 for the completed 2009 boiler replacement projects at RMS and WHS in Fund 39 back to Capital Reserve.
- 3.07 Motion to accept the following Resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH PROPOSED SCHOOL FACILITIES PROJECTS

WHEREAS, the Board of Education of the Township of Readington in the County of Hunterdon, New Jersey (the "Board"), in the furtherance of its educational goals and constitutional duties to provide a thorough and efficient education seeks to submit projects to the voters which projects consists of parking lot improvements at Holland Brook School and entry/step improvements at the Middle School and Three Bridges School (collectively, the "Project"); and

WHEREAS, portions of the Project had previously been submitted to the New Jersey Department of Education pursuant to State Project Application # 4350-030-13-2011; and

WHEREAS, the Board now seeks to retract State Application # 4350-030-13-2011 and proceed forward with the Project; and

WHEREAS, the School District will seek debt service aid with respect to the Project; and

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board hereby approves the preparation of Schematic Plans and drawings by SSP Architects in connection with the Project and Board further authorizes and directs SSP Architects to submit same to the New Jersey Department of Education and to the Hunterdon County Superintendent of Schools for review and approval. The Board further authorizes and directs the submission of the Schematic Plans drawings to the Readington Township Planning Board for its review, to the extent required.

Section 2. The Board hereby retracts State Project Application # 4350-030-13-2011.

Section 3. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board hereby approves an amendment to the Long Range Facilities Plan, as necessary, to reflect the Project and approves the submission of such amendment to the New Jersey Department of Education.

Section 4. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board hereby approves the Project Application and authorizes SSP Architects to submit such application to the New Jersey Department of Education seeking debt service aid for the Project.

Section 5. With respect to the Project, the Board hereby authorizes and directs the Board President, the Superintendent and the Board Secretary, as applicable, to execute the schematic plans, the amendment to the Long Range Facilities Plan, the project cost estimate sheets and all related project documents allowing submission of same to the New Jersey Department of Education.

Section 6. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary SSP Architects and Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Project to the voters via a bond referendum at a Special School District Election to be held on January 26, 2016.

Section 7. This resolution shall take effect immediately.

EDUCATION/TECHNOLOGY
Committee Report

Motion to adopt 4.01 – 4.09

Motion: Mrs. Shinn

Second: Mrs. Simon

Roll Call Vote: Carried -6 yes

4.01 Motion to approve the following RMS field trips:

Grade	Where	When
8th grade Band and Orchestra	CJMEA Music Festival Freehold Township High School	May 12, 2016
7 th and 8 th grade Chorus, Band and Orchestra	Competitive Festival "Music in the Parks" Hershey Park, PA	May 13, 2016
7 th grade	Medieval Times in Lyndhurst	May 20, 2016

4.02 Motion to accept the Superintendent's recommendation and approve Melissa Heintz to observe in Kevin Meyer's class at RMS for one day in December as part of her teaching preparation program at TCNJ.

4.03 Motion to accept the Superintendent's recommendation to approve and submit the 2015-2016 Nursing Services Plan.

4.04 Motion to approve the following fundraisers:

Fundraiser	School	Date	Recipient of Funds
Destination Imagination JAM	HBS	February 5, 2016 (snow date February 26, 2016)	Destination Imagination Qualifying Teams
Cheerleading Competition	RMS	January 27, 2016 (snow date January 27, 2016)	RMS Athletic Program
Destination Imagination Bake Sale	RMS Concert RMS Concert HBS Concert	December 1, 2015 December 6, 2015 February 25, 2016	Destination Imagination Qualifying teams

4.05 Motion to adopt curriculum for Spanish Grades K-5 and Grades 6-8. (Attachments 4.05 & 4.05a)

4.06 Motion to approve the following student to observe two days in November, 2015 as part of their graduate requirements:

STUDENT	FROM	CLASS
Cassandra Rasmussen	Saint Joseph's University	deVelder/RMS Mahoney/HBS

4.07 Motion to accept the Superintendent's recommendation and approve the 2016-17 School Calendar.

- 4.08 Motion to approve an agreement with “The Uncommon Thread” to provide educational services at the following rates for the 2015-16 School Year:
- \$50 per hour for an ABA Consultant/Teacher
 - \$75 per hour for behaviorist
 - \$90 per hour for parent training
 - \$100 per hour for BCBA
 - Functional Behavior Analysis (FBA) - \$1600 per evaluation in district

PERSONNEL

Committee Report – Dr. Sargent provided a report for the meeting held on October 20, 2015.

Motion to adopt 5.01 – 5.10

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

- 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.

Dawn Bucher	Elizabeth Lewis	Ann Woodward
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- 5.02 Motion to accept the Superintendent’s recommendation and approve the following Readington Middle School teachers as Sports Homework Room Advisors for the 2015-2016 school year at a stipend rate of \$25.00 per hour:

Monday	Ryan Newcamp
Tuesday	Denise Birmingham
Wednesday	Kristin Poroski
Thursday	Katie MacDade
Friday	Mary Padavano
Substitutes	Blair Alber Meagan Menza Janet Howard Michael Roosen

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

NAME	POSTION	SALARY/STEP	EFFECTIVE DATE
Karryne MacLean	Teacher/SS – Leave Replacement Teacher (RMS) 20-01-D2/aeo	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	October 22, 2015 to February 29, 2016

- 5.04 Motion to accept the Superintendent's recommendation and grant employee #2046 leave of absence due to personal hardship from October 16, 2015 - February 29, 2016.

- 5.05 Motion to adjust the approved hours on September 13, 2015 for Helana Coelho, Instructional Aide, from 4 hours to 4.5 hours.

- 5.06 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 for the 2015-2016 school year.

Margaret Sarmiento	Yolanda Lima
Yolanda Campuzano	Maria de los Santos
Chuan-Ying Yang	Shakwana Etienne

- 5.07 Motion to approve the following mentor for the 2015-2016 school year as follows:

New Staff Member	Mentor	Term
MacLean, Karryne/RMS	Barbiche-Dahler, Jennelle	1/3 Year

- 5.08 Motion to accept the Superintendent's recommendation and approve the following appointment:

Name	Position	Salary/Step	Effective Date
Emerald Ridente (Replacing Nancy Hill)	Cafeteria Aide (RMS) 40-01-D3/akq	\$10.19/hr,3hrs/day, 141 days	November 9, 2015

- 5.09 Motion to accept the resignation of Rosanne Vitiello, RMS Instructional Aide (30-01-D3/avo), effective November 25, 2015.

- 5.10 Motion to approve the following Special Education Chaperones and Substitute Special Education Chaperones for RMS Winter Sports, at a rate of \$25, not to exceed \$1000 each, as per the RTEA Agreement.

Coron Short
Adam Lillia
Denise Hawkins

COMMUNICATIONS

Committee Report – Mrs. Simon provided a report for November 4, 2015.

Motion to adopt: 6.01

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

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

0167	Public Participation In Board Meetings
3322	Staff Members Use of Personal Cellular Telephones/Other Common Devices
4322	Staff Members Use of Personal Cellular Telephones/Other Common Devices
5756	Transgender Students
6660	Student Activity Fund

UNFINISHED BUSINESS

- NJSBA board member debriefing on sessions attended at this year’s conference
- Readington’s receipt of 6 Sustainable New Jersey Awards: District, HBS, RMS, WHS, TBS and high score elementary school TBS

NEW BUSINESS FROM BOARD

Committee Minutes – Issue minutes within 4 days of the meeting. If the meeting is held a few days prior to the board meeting the minutes should be circulated by the Monday prior to Tuesday’s meeting. Discussion about communicating out essential information for items that would be addressed at the board meeting.

Change BOE times to 6:00 p.m. for those meetings addressing Budget Department reviews.

Mr. Egbert reported on a meeting with the H.S.A. Leadership held prior to the board meeting Discussion was held about donations made to the district. Principals will be providing a monthly report of donations received.

NJSBA Delegates Assembly – Mr. Egbert has a scheduling conflict and will be unable to attend the meeting. He asked for an alternate to attend in his place.

OPEN TO THE PUBLIC

Mark Reynolds complimented the board on its communications to the public in the Readington News.

ADJOURNMENT

Motion to Adjourn at 8:59 p.m.

Motion: Mr. Goodwin

Second: Mrs. Simon

Vote: 6 Yes

Respectfully submitted,

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