

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 6:00 p.m.
February 16, 2016

Minutes

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

Cheryl Filler called the meeting to order at 6:03 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, Wayne Doran, Ray Egbert, William Goodwin, Anna Shinn, Melissa Szanto, Eric Zwerling (6:07), Laura Simon, Cheryl Filler

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

Flag Salute

BUDGET WORKSESSION

- Budget Reviews
 - o Transportation
 - o Facilities

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

CORRESPONDENCE

SUPERINTENDENT'S REPORT

- Whitehouse School Presentation by Ann DeRosa

ADMINISTRATIVE REPORTS

Motion to accept administrative reports 1.01

Motion: Mrs. Simon Second: Mr. Egbert Roll Call Vote: Carried -9 Yes

*1.01 Enrollment and Drill Reports

Motion: Mrs. Simon Second: Mr. Duran Roll Call Vote: Carried -9 Yes

*1.02 Motion to accept the following HIB report:

School	Date	Findings of Harassment, Intimidation or Bullying
HBS	01/29/2016	No

MINUTES

Motion to adopt 2.01

**Motion: Mrs. Simon Second: Mr. Duran Roll Call Vote: Carried -8 Yes
(Mr. Egbert abstained)**

2.01 Motion to approve the Minutes January 19, 2016.

FINANCE/FACILITIES

Committee Report

Motion to adopt 3.01 – 3.10

Motion: Mr. Goodwin Second: Mrs.Simon Roll Call Vote: Carried -9 Yes

3.01 Motion to approve the **Bill List** for the period from **February 4, 2016** through **February 17, 2016** for a total amount of **\$728,162.43**. (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule February 16, 2016** for a total amount of **\$3,332.36**. (Attachment 3.02)

- 3.03 Motion to approve **Account Transfers** for **January 29, 2016** through **January 31, 2016**. (Attachment 3.03-3.03a)

- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: January 31, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of January 31, 2016 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 of January 31, 2016 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 January 31, 2016. (Attachment 3.04 & 3.04a)

- 3.05 Motion to approve the 2016-2017 holiday schedules for custodians/maintenance, secretaries, administrators, and technology staff.

- 3.06 Motion to approve the following construction change orders:

RMS Science Classroom Renovations	General Repair Allowance		\$5,000.00
19-4350-050-15-1000			
Drill Construction Company			
CO-01	Relocation of HVAC Return Vents	\$1,854.08	
CO-02	Install Aluminum corner pieces	\$500.00	
CO-03	General Allowance credit for unused contract allowance	(\$2,645.92)	

- 3.07 Motion to accept a Sustainable Jersey Grant funded by the Gardinier Environmental Fund in the amount of \$10,000 to fund the district's establishment of a Mobile Energy Lab.
- 3.08 In accordance with the passage of the referendum approved by the Readington Township voters on January 26, 2016 the Readington Township Board of Education hereby approved transfer of \$1,780,000 from the district's Capital Reserve Account to Fund 30 for the purposes of replacing steps at Readington Middles School and Three Bridges School and repaving of the driveway and lots at Holland Brook School and Readington Middle School.
- *3.09 Motion to approve a contract in the amount of \$5,920.00 for Strategic planning contracted services provided by Bowsprit, LLC. (Attachment 3.09)
- *3.10 Motion to approve an e-rate professional services contract with Educational Consortium for Telecommunications Savings (ECTS) for the 2016-17 application. (Attachment 3.10)

EDUCATION/TECHNOLOGY
Committee Report

Motion to adopt 4.01 – 4.11

Motion: Mrs. Shinn

Second: Mrs. Simon

Roll Call Vote: Carried -9 Yes

4.01 Motion to approve the following fundraisers:

Fundraiser	School	Date	Recipient of Funds
Sixth Grade Read-a-Thon	RMS	February 26, 2016	St. Hubert's Animal Welfare Center, North Branch
Readington Music Department Recital	RMS	March 18, 2016	RMS Student Activity Account – Defray cost of Music Festival Trip to Hershey Park
*Cubby Water Bottles	WHS	March 1, 2016	WHS Field Day and Fitness Activities

4.02 Motion to approve Victoria DeStefano to observe for 20 hours at RMS as part of her pre-service teaching requirements through Drew University.

4.03 Motion to approve home instruction for student H-161 effective February 3, 2016.

4.04 Motion to approve a home instruction extension for student H-156 through February 29, 2016.

4.05 Motion to approve the following books:

- Tiger Eyes by Judy Bloom
- Hold Fast by Blue Balliett
- Skinny by Donna Cooner
- Pegasus The Flame of Olympus Book 1 by Kate O' Hearn
- Pegasus Olympus at War Book 2 by Kate O' Hearn
- Pegasus Olympus at War The New Olympians Book 3 by Kate O' Hearn
- Pegasus The Rise of the Titans Book 4) by Kate O' Hearn
- Forgotten Fire (Book 4) by Adam Bagdasarian
- Plastic Pollution by Geof Knight
- Black Potatoes by Susan Campbell Bartoletti

*4.06 Motion to approve the 6th grade class field trip to Duke Farms in Hillsborough – June 14, 2016.

*4.07 Motion to accept the following donations from the HSA:

School	Donation	Estimated Value
HBS	6 Classroom Chairs	\$ 999.50
RMS	Eyes of the Wild Assembly	\$ 850.00
RMS	Student Academy Day	\$1500.00
WHS	Madeline and the Bad Hat Assembly	\$1800.00

- *4.08 Motion to approve the following Music Field Placements for the period of February 17 – May 6, 2016 as part of their pre-service teaching requirements:

TEACHER	SCHOOL	STUDENTS
Dribbon, Lori	TCNJ	Kopania, Rachel Morrissey, Shauna
Hasselbring, Jack	TCNJ	Grablauskas, Cassady Majias, Steve
Levesque, Laurie	TCNJ	Galik, Ryan Sutera, Claudio

- *4.09 Motion to approve bedside instruction for student: H-162 from January 19, 2016 through January 27, 2016. Services provided by Summit Oaks Hospital at a rate of \$30.00 per hour for 10 hours per week. Motion to approve home instruction from January 29, 2016 through March 1, 2016. Services to be provided by Middlesex Reginal Educational Services Commission at a rate of \$45.00 per hour for 10 hours per week.
- *4.10 Motion to approve home instruction for student H-157 from February 2, 2016 through March 2, 2016.
- *4.11 Motion to approve home instruction for student H-162 from February 2, 2016 through February 29, 2016.

PERSONNEL
Committee Report

Motion to adopt 5.01 – 5.11

Motion: Mr. Doran Second: Mrs. Simon Roll Call Vote: Carried -9 Yes

- 5.01 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Lorraine Powell	Special Education Aide (WHS 30-04-D3/alu)	January 29, 2016
Alicia Mitrow	Spanish Teacher (RMS 20-01-D2/afl)	June 30, 2016
Amie Ostmann	Special Education Aide (WHS 30-04-D3/ayq)	February 5, 2016

5.02 Motion to accept the Superintendent's recommendation and approve Linda Rakowitz and Deanna Simonetti as Summer Enrichment Coordinators at a stipend rate of \$2,000 each not to exceed \$4,000 total.

5.03 Motion to approve the superintendent's recommendation and appoint Ed Dubroski and Paul Yunos to serve as Co-Coordinator of the Summer Sports Camp 2016, to be paid at the rate of \$40/hour, not to exceed 10 hours each (\$400 each).

5.04 Motion to approve the following mentors for the 2015-2016 school year as follows:

New Staff Member	Mentor	Term
Murphy, Jonathan/RMS	Barbiche-Dahler, Jennelle	4 Weeks
Stewart, Alison/HBS	Kovacs, Linda	23 Weeks (.5)

5.05 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers as of February 2016.

Michele Adamitis	Transfer From: To:	30-02-D3/awd 30-04-D3/ayq	HBS Instructional Aide WHS Instructional Aide
	Delete	30-02-D3/awd	HBS Instructional Aide
Kimberly Pfauth	Transfer From: To:	30-03-D3/avm 30-03-D3/avl	TBS .5 Instructional Aide TBS 1.0 Instructional Aide

*5.06 Motion to approve the following salary increases in recognition of the following employee's attainment of additional credits for lateral movement per RTEA Guide.

Employee Name	School	Effective Date	From Step	Salary	To Step	Revised Salary	Increase
Kate Kehoe	RMS	2/1/2016	BA Step 8	\$55,830	BA+15 Step 8	\$57,430	\$1,600
Kelly Parks	HBS	2/1/2016	MA Step 17	\$76,250	MA+30 Step 17	\$79,050	\$2,800
*Shaina Mirsky	RMS	2/1/2016	MA Step 5	\$60,010	MA+30 Step 5	\$62,810	\$2,800

- *5.07 Motion to accept the Superintendent's recommendation and approve the following Leave Replacement appointment:

Name	Position	Salary/Steps	Effective Date
Kevin Sanders	Teacher/ 8 th grade Science- Leave Replacement Teacher(RMS) Position # 20-01-D2/aeH	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	02/29/2016 – 04/15/2016

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

Name	Position	Salary/Step	Effective Date
Melanie Marconi (Replacing Lorraine Powell)	Instructional Aide (WHS) 30-04-D3/alu	\$18.05 C, 6.5 hrs/day 90 days	02/08/2016 – 06/30/2016
Mary Lou Gillikin (Replacing Kimberly Pfaulth)	Instructional Aide (TBS) 30-03-D3/avm	\$22.55 C, Step 16 3.5 hrs/day 85 days	02/15/2016 – 06/30/2016

- *5.09 Motion to approve Katherine Van Why and Sherry Krial to provide home instruction for student: H- 157 effective February 2, 2016 at a rate of \$30.00 per hour.
- *5.10 Motion to approve Erica Winebrenner as a special education chaperone for the Improv Theater Club at Three Bridges School at a rate of \$25/hour not to exceed \$100.
- *5.11 Motion to approve Kristi Dauernheim, Jennifer Heller, Donna DeGrau, and Linda Rakowitz to provide home instruction for student H-162 for a total of 10 hours per week at \$30.00 per hour.

COMMUNICATIONS
Committee Report

Motion to adopt 6.01

Motion: Mrs. Simon

Second: Mrs. Shinn

Roll Call Vote: Carried -9 Yes

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

- Policy and Regulation 1240 Evaluation of Superintendent –**Held for Clarification**
- Policy and Regulation 3221 Evaluation of Teachers
- Policy and Regulation 3222 Evaluation of Staff Members, Excluding Principals, VP, and Administrators
- Policy and Regulation 3223 Evaluation of Administrators, Excluding Principals, VP, and Assistant Principals
- Policy and Regulation 3224 Evaluation of Principals, VP, and Assistant Principals

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

OPEN TO THE PUBLIC

EXECUTIVE SESSION - 8:42

Motion: Mr. Doran

Second: Mr. Goodwin

Roll Call Vote: Carried -9 Yes

Motion to adopt the following Resolution:

Resolved to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss photovoltaic installation contract negotiations and Personnel Grievances for approximately 30 minutes at which time the Board expects to return to Public Session with possible action to be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, if is not presently known when such circumstances will exist.

Motion: Mr. Doran

Second: Mr. Goodwin

Roll Call Vote: Carried -9 Yes

Motion to accept the Personnel committee recommendations on Grievance matters that were reviewed on February 15, 2016.

RETURN TO PUBLIC SESSION - 10:41

ADJOURNMENT

Motion to Adjourn at 10:43

Motion: Mr. Doran

Second: Mr. Goodwin

Vote: Carried -9 Yes

Respectfully submitted,

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