

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 7:00 p.m.  
March 15, 2016

**MINUTES**

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

Laura Simon called the meeting to order at 6:01 and announced that the meeting was being held in compliance with the Open Public Meetings Act (NJSA 10:4-6-21) and is open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon County Democrat. Formal action may be taken.

**Present:** Christopher Allen, Ray Egbert, William Goodwin, Melissa Szanto, Eric Zwerling, Laura Simon

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

**Absent:** Wayne Doran, Anna Shinn, Cheryl Filler

**Flag Salute**

**SUPERINTENDENT REPORT**

- Readington Staff v. Readington Police Basketball Game to Benefit the Mark Cleere Scholarship Fund will be held on Friday, March 18<sup>th</sup>.
- Dr. Ann DeRosa, Mr. Anthony Tumulo and Ms. Stephanie Singer conducting presentations in Athens, Georgia

**BUDGET WORKSESSION**

- Superintendent's Presentation on the Tentative Budget

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

**CORRESPONDENCE**

## ADMINISTRATIVE REPORTS

Motion to accept administrative reports 1.01 – 1.02

**Motion: Mr. Egbert      Second: Mr. Goodwin      Roll Call Vote: Carried -6 Yes**

1.01 Motion to accept the following HIB report:

School	Date	Findings of Harassment, Intimidation or Bullying
HBS	02/11/2016	No

\*1.02 Enrollment and Drill Reports

## MINUTES

Motion to adopt 2.01 – 2.03

**Motion: Mr. Egbert      Second: Mrs. Szanto      Roll Call Vote: Carried -6 Yes**  
(Mr. Goodwin and Mrs. Szanto abstained 2.01)

2.01 Motion to approve the Minutes February 2, 2016.

2.02 Motion to approve the Minutes February 16, 2016.

2.03 Motion to approve the Executive Session Minutes February 16, 2016.

## FINANCE/FACILITIES

**Committee Report - Mr. Goodwin provided a report for the meeting held on March 14, 2016.**

Motion to adopt 3.01 – 3.05

**Motion: Mr. Goodwin      Second: Mr. Allen      Roll Call Vote: Carried -6 Yes**  
(Mr. Allen abstained 3.03)

3.01 Motion to approve the **Bill List** for the period from **March 10, 2016** through **March 16, 2016** for a total amount of **\$426,555.53**. (Attachment 3.01)

3.02 Motion to approve **District Travel Schedule March 15, 2016** for a total amount of **\$466.08** (Attachment 3.02)

3.03 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education (hereinafter referred to as the "Board") advertised for bids for Custodial Services for the Readington Middle School, Holland Brook School, Whitehouse School and Three Bridges School (hereinafter referred to as "Custodial Services"); and

**WHEREAS**, on January 27, 2016, the Board received and publicly opened two (2) bids for Custodial Services; and

**WHEREAS**, the lowest bid received by the Board was submitted by Pritchard Industries, Inc. (hereinafter referred to as "Pritchard") with a bid for one (1) year in the amount of Five Hundred Eighty-six Thousand, Five Hundred Sixty-eight Dollars and Thirty-four Cents

(\$586,568.34) and a two (2) year option/pricing in the amount of One Million, One Hundred Ninety-six Thousand, Five Hundred Nineteen Dollars and Ninety-four Cents (\$1,196,519.94); and

**WHEREAS**, the bid submitted by Pritchard conforms in all material respects to the requirements set forth in the bid specifications;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the bid for Custodial Services for the Readington Middle School, Holland Brook School, Whitehouse School and Three Bridges School to Pritchard Industries, Inc. for a contract term of one (1) year, beginning July 1, 2016 and ending June 30, 2017, in the total amount of Five Hundred Eighty-six Thousand, Five Hundred Sixty-eight Dollars and Thirty-four Cents (\$586,568.34)

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the bid specifications, together with an executed Agreement in the form set forth in the bid specifications, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board President and the Board Secretary/Business Administrator are hereby authorized to execute the Agreement and any other documents necessary to effectuate the terms of this Resolution.

3.04 **Tentative Budget Adoption 2016-2017:**  
 {Figures to be published following March 14, 2016 Finance Meeting}

BE IT RESOLVED that the tentative budget be approved for the 2016-2017 School Year and that the SBA/Board Secretary be authorized to submit the following tentative budget to the Executive county Superintendent of Schools for approval in accordance with the statutory deadline of March 20, 2016.

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
2016-2017 Total Expenditures	29,759,878	418,328	2,128,093	32,306,299
Less: Anticipated Revenues	2,853,025	418,328	18,397	3,289,750
Taxes to be Raised	26,906,853	-0-	2,109,696	29,016,549

AND BE IT FURTHER RESOLVED, that the 2016-17 tentative budget be advertised in the Hunterdon Democrat in accordance with the format provided by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at, Holland Brook School, 52 Readington Road, Whitehouse, NJ on April 26, 2016 for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year.

\*3.05 Motion to adopt the following resolution

RESOLVED that the Readington Township Board of Education requests the approval of a capital outlay withdrawal in the amount of \$291,198. The district intends to utilize these funds to install, setup and configure network equipment at all four district schools and to replace the Three Bridges School office HVAC system.

BE IT NOW THEREFORE RESOLVED that the Readington Township Board of Education hereby authorizes the application for project authorization through the State of New Jersey for approval of the following project otherwise eligible for aid which are also designated as part of the district's Long Range Facility Plan.

**EDUCATION/TECHNOLOGY**

Motion to adopt 4.01 – 4.07

**Motion: Mr. Goodwin**

**Second: Mr. Egbert**

**Roll Call Vote: Carried -6 Yes**

4.01 Motion to accept the following donations:

<b>Donor</b>	<b>School</b>	<b>Donation</b>	<b>Estimated Value</b>
TCC Whitehouse Station, Verizon Wireless Premium Retailer	TBS RMS WHS HBS	School Supplies	Under \$500.
HSA	WHS	Four Worm Factories, Compost Buckets and Worms	\$575.12
Mr. Michael Mullaney	WHS	Piano	Value Unknown
*Flemington Raritan School District	RMS	150 copies of "Larson Big Ideas Common Core Student Edition, Gr. 6"	\$10,800.00

4.02 Motion to approve the following student to observe one day in March, 2016 as part of their program requirements:

<b>STUDENT</b>	<b>SCHOOL</b>	<b>CLASS</b>
Nicholas Wright	Rutgers University	Meer, Elyse/TBS 1 <sup>st</sup> Grade

4.03 Motion to accept the Superintendent's recommendation and approve the following Student Observation placements in the Readington Township School District as follows:

<b>Student Observer Name/School</b>	<b>Cooperating Teacher/School</b>	<b>Date/Timeframe</b>
Alyson Arbach Hunterdon County Polytech	Jaime Ericson 1 <sup>st</sup> Grade/WHS	4/7-5/27/2016 4 hours/week
Maddie Freeman Hunterdon County Polytech	Kristi Dauernheim Kindergarten/TBS	4/7-5/27/2016 4 hours/week

4.04 Motion to approve Patrick Cerria of Tumble Jam to provide staff development training on the In-Service Day scheduled for April 22, 2016 at a rate of \$750 (paid via NCLB funds 2015-2016).

4.05 Motion to approve the following fundraiser:

Fundraiser	School	Date	Recipient of Funds
Bake and Snack Sale	HBS/RMS	March 18, 2016	RMS Student Activity Account – Defray costs of Destination Imagination Global Finals

\*4.06 Motion to approve the following novels for the Readington Township School District:

School/Grade	Book	Author
RMS/6 <sup>th</sup> Grade	The White Darkness	Geraldine McCaughrean
RMS/7 <sup>th</sup> Grade	The Finest Hours	Michael J. Tougias & Casey Sherman
RMS/6 <sup>th</sup> Grade	Abraham Lincoln A Photographic Story of a Life	Tanya Lee Stone
TBS & WHS/3 <sup>rd</sup> Grade	Seekers The Quest Begins	Erin Hunter

\*4.07 Motion to approve the 6<sup>th</sup> grade Read –a –Thon students' field trip to St. Hubert's Animal Welfare Center, North Branch – April 19, 2016.

## **PERSONNEL**

**Committee Report: Mr. Egbert provided a report for the meeting held on February 18, 2016.**

Motion to adopt 5.01 – 5.15

**Motion: Mr. Egbert**

**Second: Mr. Allen**

**Roll Call Vote: Carried -6 Yes**

5.01 Motion to accept the Superintendent's recommendation and approve the following Leave Replacement appointment:

Name	Position	Salary/Step	Effective Date
Megan Sopko	Teacher/5 <sup>th</sup> Grade Leave Replacement Teacher (HBS) Position #20-02-D2/abr	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	03/17/2016 – 06/30/2016

Dawn Cifelli	Media Specialist Leave Replacement Teacher (TBS) Position #20-03-D2/ajq	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	03/24/2016 – 06/30/2016
Jodi Clark	Special Education Teacher/5 <sup>th</sup> grade Leave Replacement Teacher (HBS) Position # 20-02-D2/aii	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	03/23/2016 - 06/30/2016

5.02 Motion to approve the following teachers for organizing and leading the Science Fairs at Three Bridges and Whitehouse Schools.

Teacher	School	Hrs./Rate	Compensation
Joyce McGibbon	TBS	4 hours, \$30/Hr	\$120.00
Monica Rito	WHS	2 hours, \$30/Hr.	\$60.00

5.03 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.

Elizabeth Negin	Katherine Cataldi	Debra Reed	Marilyn Walkiewicz
Jonathan Murphy	Francine Frahm	Nancy Quinlan	

5.04 Motion to approve the following Family Program advisors at Whitehouse School:

Program	Advisor	Stipend
Family Science	Anthony Tumolo	\$600.00
	Sharon Nilsen	\$600.00
Family Math	Cynthia Dennis	\$600.00
	Deborah VandeRydt	\$600.00

5.05 Motion to accept the Superintendent's recommendation and approve Jonathan Murphy for two additional days as Teacher/SS, Leave Replacement Teacher, (RMS) 20-01-D2/aeo, to March 2, 2016 instead of February 29, 2016, and continue, BA Step 1 per diem rate.

5.06 Motion to accept the following resignation:

NAME	POSITION	EFFECTIVE DATE
Katherine Cataldi	School Nurse (TBS) (20-03-D2/axc)	April 1, 2016
*Shari Wilson	RMS Math Teacher (20-01-D2/aeb)	June 30, 2016

5.07 Motion to correct the approved Leave Replacement appointment Teacher/Grade 2 (20-03-D2/acr), Kaitlyn Jones, at a salary of Substitute rate for first 20 consecutive days, BA Step1 per diem thereafter to BA Step 1 rate, effective 2/1/2016 – 6/30/2016.

5.08 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2016 Spring Teacher Academy Program:

Staff Member	School	Teacher Academy Course	Stipend
Bengels, Emily	RMS	Cross-Cultural Comparative Education K-8	\$135
Bengels, Emily	RMS	What Middle School Students Wish Adults Would Know	\$135
Haberkern, Ann	HBS	Interpretation Book Clubs & Introducing Padlet	\$ 90
Hegstrom, Verna	RMS	Beyond the Three R's: Handling Stress K-3	\$135
Hegstrom, Verna	RMS	Beyond the Three R's: Handling Stress 4-8	\$135
Hegstrom, Verna	RMS	Take a Break: Movement in the Classroom K-3	\$135
Hegstrom, Verna	RMS	Take a Break: Movement in the Classroom 4-8	\$135
Kane, Ann	HBS	Interpretation Book Clubs & Introducing Padlet	\$ 90
Kovacs, Linda	HBS	SMART Response Assessment	\$135
Krayem, Michele	HBS	Book Study: Notice and Note	\$270
Krial, Sherry	HBS	Chrome Apps and Extensions Galore 5-8	\$ 90
Krial, Sherry	HBS	Beyond the Basics – Google Drive Advance K-3	\$ 90
Krial, Sherry	HBS	Beyond the Basics – Google Drive Advanced 5-8	\$ 90
Krial, Sherry	HBS	Differentiating Instruction with Menus ...	\$ 90
Lopes-Shreiber, Z.	District	Ways to Increase Student Engagement	\$135
MacDade, Kathryn	RMS	Book Study: Teacher Like a Pirate	\$405
Marczyk, Jessica	WHS	Math Daily 3, 4, 5 Whatever!!	\$135



Tumolo, Anthony	WHS	Math Daily 3, 4, 5 Whatever!!	\$135
Vance, Meryl	HBS	Book Study: Notice and Note	\$270

5.09 Motion to accept the Superintendent's recommendation and grant employee #4690 one additional day paid leave of absence due to personal hardship.

\*5.10 Motion to approve and adjust the term for the following mentor for the 2015-2016 school year as follows:

New Staff Member	Mentor	Term
Albano, Anna	Barbara Hagan	Full Year from 1/4 Year

\*5.11 Motion to appoint Denise Hawkins as Special Education Chaperone for Baseball at a rate of \$25.00/hour, not to exceed \$750.

\*5.12 Motion to accept the Superintendent's recommendation and approve the following appointments:

Name	Position	Salary/Step	Effective Date
Jonathan Nakonechy (Replacing Megan Sopko)	Instructional Aide (HBS) 30-02-D3/arv	\$18.05/hr C, Step 1	March 21, 2016 – 06/30/2016
Stephanie Armstrong (Replacing Katherine Cataldi)	School Nurse (TBS) 20-03-D2/axc	\$54,300 BA, Step 4	March 21, 2016 – 06/30/2016

\*5.13 Motion to approve Coron Short and Mary Padavano as Special Education Chaperones for Track at a rate of \$25/hour not to exceed \$1,750 each.

- \*5.14 Motion to approve Denise Hawkins and Gabriel Cherichello as Substitute chaperones for spring sports at a rate of \$25/hour
  
- \*5.15 Motion to approve for these teachers to present workshops at the Parent Enrichment Evening on April 6, 2016, compensation \$90 each.

**Emily Bengels**  
**Jodi Bettermann**  
**Erica Del Guidice**  
**Lauren Greenberg**  
**Noelle Henderson**  
**Michele Krayem**  
**Sherry Krial**  
**Beverly Lax**  
**Shaina Mirsky**  
**Lisa Painter**  
**Kristin Poroski**  
**Arlene Schlosser**  
**Meryl R. Vance**  
**Erica Winebrenner**

## **COMMUNICATIONS**

### **Committee Report**

Motion to adopt 6.01 - 6.02

**Motion: Mr. Zwerling                      Second: Mrs.Szanto                      Roll Call Vote: 6.01: 5 Yes, 1 No**  
**6.02: Carried -6 yes**

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

- Policy 1240 Evaluation of Superintendent

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

- Policy 5516 Use of Electronic Communication and Recording Devices

**UNFINISHED BUSINESS**

**NEW BUSINESS FROM BOARD**

**OPEN TO THE PUBLIC**

**ADJOURNMENT**

**Motion to Adjourn at 7:38 p.m.**

**Motion: Mr. Egbert**

**Second: Mrs. Szanto**

**Vote: Carried -6 Yes**

**Respectfully submitted,**

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