

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Work Session Meeting 6:00 p.m.  
March 8, 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, Ray Egbert, William Goodwin, Anna Shinn, Melissa Szanto, Eric Zwerling, Laura Simon, Cheryl Filler

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

**Absent:** Wayne Doran

**Flag Salute**

**SUPERINTENDENT REPORT**

- Dr. Sargent congratulated the Middle School Drama Department on their production of *Fiddler on the Roof*.
- Three Bridges and Whitehouse schools are holding their science fairs this week; Dr. Sargent complimented Dr. Joyce McGibbon and Ms. Monica Rito for organizing the student research projects.
- Dr. Sargent reported that Mr. John Hylkema, Mr. Jack Hasselbring, Mrs. Lori Dribbon, and Mrs. Elissa Bowen collaborated to present a choral/band/orchestra concert at Holland Brook School last week.

**BUDGET WORK SESSION**

- Budget Reviews
  - o Central Administration
  - o Personnel
  - o Benefits

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

- There were several questions on Kindergarten Aide staffing for 2016-17 school year.
- RTEA/RTAA voiced their concerns on Amerihealth coverage, reimbursements and prescription out of pocket expenses referencing member survey.

**CORRESPONDENCE**

N.E. email

**ADMINISTRATIVE REPORTS**

- 1.01 Motion to accept administrative reports (reports available at next regular Board meeting)
- 1.02 Motion to accept the following HIB report:

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

**MINUTES**

- 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**

Motion to adopt 3.01 – 3.10, Tabled 3.04

**Motion: Mrs. Simon                      Second: Mr. Egbert                      Roll Call Vote: Carried – 8 yes**

- 3.01 Motion to approve the **Bill List** for the period from **February 18, 2016** through **March 9, 2016** for a total amount of **\$2,152,501.80.** (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule March 8, 2016** for a total amount of **\$2,199.79** (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers for February 1, 2016 through February 29, 2016.** (Attachment 3.03-3.03a)
- 3.04 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.
- 3.05 Motion to apply for and accept an Educational Alliance Grant in the amount of \$500 from Exxon Mobil Foundation (Branchburg All Tire & SE) to be used in the area of Math and/or Science at Holland Brook School. (Attachment 3.05).
- 3.06 Motion to adopt the resolution for the sale and issuance of school bonds in the amount of \$999,000. (Attachment 3.06)

- 3.07 Motion to approve the following change orders from Alarm & Communication Technology for additional work done as part of the security project:
1. \$1,770 for an additional wall mount rack at TBS.
  2. \$772 for two additional UPS units at RMS.
  3. \$386 for one additional UPS at TBS.
- 3.08 Motion to approve the application for a grant from Water Education for Teachers, for \$1500 for Three Bridges School and Whitehouse School to participate in the Water Festival 2016. (Attachment 3.08)
- 3.09 Motion to approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Readington Township Board of Education with the Readington Board of Education paying the Branchburg Township Board of Education for providing school buses for the 2015-2016 school year.

Service	Cost to Readington
Branchburg Transportation to provide two school buses for to and from routes.	\$22,410.00 per bus Totaling \$44,820.00
Provide a school bus for athletic transportation and field trips on an as-needed basis	\$23.00 per hour per bus
Provide additional driver on an as needed basis from 9/1/2015-12/31/2015	\$16.50 per hour per bus
Provide additional driver on an as needed basis from 1/1/2016-6/30/2016	\$18.50 per hour per bus

- 3.10 Motion to approve the following resolution:

**Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Boards of Education Pursuant to N.J.S.A. 18A:18A-10a**

**WHEREAS**, the Readington Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.S.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Readington Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the Readington Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly execute contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

**RESOLVED**, the Readington Board of Education authorized the Purchasing Agent to purchase certain goods or services from those additionally approved New Jersey State Contract Vendors on the attached list for the 2015-16 school year pursuant to all conditions of the individual State contracts; and be it further

**RESOLVED**, that the Readington Board of Education Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

**RESOLVED**, that the duration of the contracts between the Readington Board of Education and the Referenced State Contract Vendors shall be from July 1, 2015 to June 20, 2016. (Attachment 3.10)

## **EDUCATION/TECHNOLOGY**

### **Committee Report**

Motion to adopt: 4.02, 4.07, 4.08

**Motion: Mr. Goodwin**

**Second: Mrs. Simon**

**Roll Call Vote: Carried -8 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

4.02 Motion to approve a home instruction extension for student H-156 through March 28, 2016.

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

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

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

Student Observer Name/School	Cooperating Teacher/School	Date/Timeframe
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

4.05 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).

4.06 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

4.07 Motion to approve home instruction for student H-164 from March 1, 2016 through April 1, 2016 for 5 hours per week.

4.08 Motion to approve an extension for home instruction for student H-157 from March 3, 2016 through May 3, 2016 for 10 hours per week.

**PERSONNEL**  
**Committee Report**

Motion to adopt: 5.07, 5.11, 5.12

**Motion: Mrs. Shinn**

**Second: Mrs. Simon**

**Roll Call Vote: Carried -8 Yes**

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

<b>Name</b>	<b>Position</b>	<b>Salary/Step</b>	<b>Effective Date</b>
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

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

<b>Teacher</b>	<b>School</b>	<b>Hrs./Rate</b>	<b>Compensation</b>
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			

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

<b>Program</b>	<b>Advisor</b>	<b>Stipend</b>
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:

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Katherine Cataldi	School Nurse (TBS) (20-03-D2/axc)	April 1, 2016

5.07 Motion to approve Lauren Greenberg and Mindy Bennington to provide home instruction to student H-156 through March 28, 2016 at a rate of \$30.00 per hour.

5.08 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.

5.09 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:

<b>Staff Member</b>	<b>School</b>	<b>Teacher Academy Course</b>	<b>Stipend</b>
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

- 5.10 Motion to accept the Superintendent’s recommendation and grant employee #4690 one additional day paid leave of absence due to personal hardship.
- 5.11 Motion to approve Janet Howard and Lauren Greenberg to provide home instruction for student H-164 from March 1, 2016 through April 1, 2016 at a pay rate of \$30.00 per hour for 5 hours per week collectively.
- 5.12 Motion to approve Katie Van Why and Sherry Krial to continue home instruction for student H-157 through May 3, 2016 for 10 hours per week collectively.

## **COMMUNICATIONS**

**Committee Report –** Mrs. Simon provided a report for the meeting held on March 3, 2016.

- 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**

- Parents addressed the Board about Athletic forms submission at the Middle School.
- Question on personnel savings and its relationship to the budget cap.

## **EXECUTIVE SESSION** 7:43 p.m.

**Motion: Mrs. Simon**

**Second: Mrs. Shinn**

**Roll Call Vote: Carried –8 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 negotiations pertaining to shared services and personnel for approximately 20 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.

## **RETURN TO PUBLIC SESSION** 8:11 p.m.

## **ADJOURNMENT**

**Motion to Adjourn at 8:12 pm**

**Motion: Mrs. Shinn**

**Second: Mrs. Simon**

**Vote: 8 Yes**

**Respectfully submitted,**

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