

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Work Session Meeting 6:30 p.m.  
April 12, 2016

**MINUTES**

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

Cheryl Filler called the meeting to order at 6:37 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 (6:48), William Goodwin, Anna Shinn, Melissa Szanto (6:49), Eric Zwerling (left meeting at 8:54), Laura Simon, Cheryl Filler

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

**Flag Salute**

**EXECUTIVE SESSION 6:40 p.m.**

**Motion: Mr. Doran**

**Second: Mrs. Shinn**

**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 contract negotiation of Solar PPA for approximately 60 minutes at which time the Board expects to return to Public Session with no 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 7:46 p.m.**

**SUPERINTENDENT'S REPORT**

- Dr. Sargent thanked the teachers, administrators, and police officers who presented workshops at the recent *Parent Enrichment Evening*. She also invited board and community members to the Holland Brook School presentation of *Annie, Jr.* on April 14.
- An updated presentation of the 2016-17 School Budget was reviewed with the Board of Education.

- Solar PPA – brief update including addressing public questions

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

- Mrs. Howard delivered a letter to the board of education regarding staff teaching assignment.
- Andrea Mosquera addressed children's 8<sup>th</sup> Grade Math Experience and staff absences.

### **CORRESPONDENCE**

### **ADMINISTRATIVE REPORTS**

- 1.01 Enrollment and Drill Reports

### **MINUTES**

- 2.01 Motion to approve the Minutes March 8, 2016.
- 2.02 Motion to approve the Executive Session Minutes March 8, 2016.
- 2.03 Motion to approve the Minutes March 15, 2016.
- 2.04 Motion to approve the Minutes March 23, 2016.

### **FINANCE/FACILITIES**

**Committee Report:** March 21<sup>st</sup> meeting report presented by Mr. Goodwin.

Motion to adopt 3.01 – 3.05

**Motion: Mr. Goodwin                      Second: Mr. Doran                      Roll Call Vote: Carried- 8 Yes  
(Mr. Allen abstained 3.01 and Mr. Zwerling  
abstained)**

- 3.01 Motion to approve the **Bill List** for the period from **March 17, 2016** through **April 13, 2016** for a total amount of **\$2,051,716.84**. (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule April 12, 2016** for a total amount of **\$1,253.71** (Attachment 3.02)

3.03 Motion to approve **Account Transfers** for **March 1, 2016** through **March 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: February 29, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 29, 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.

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**Steffi-Jo DeCasas, Board Secretary**

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of February 29, 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 February 29, 2016. (Attachment 3.04 & 3.04a)

3.05 Motion to award the following contracts per E-Rate RFP March 31, 2016 submissions:

|  |              |  |
|--|--------------|--|
| Ethernet                                 | Century Link | \$47,568 per annum, 36 month contract    |
| Core & Access Switches with Installation | Aspire       | \$228,095.81, State contract WSCA #87720 |

3.06 Motion to authorize the firm of Melick- Tully Associates to conduct the necessary search and retrieval of documents to substantiate the removal of tanks at Three Bridges School in 1992, for fee of \$2,093.28.

- 3.07 Motion to adopt the following Resolution:

**RESOLUTION OF THE READINGTON TOWNSHIP BOARD OF  
EDUCATION AUTHORIZING THE ISSUANCE OF A REQUEST  
FOR PROPOSAL PURSUANT TO THE PUBLIC SCHOOL  
CONTRACTS LAW (N.J.S.A. 18A:18A-4.1(K.)) IN CONNECTION  
WITH READINGTON TOWNSHIP BOARD OF EDUCATION'S  
CONTRACT WITH A FOOD SERVICE MANAGEMENT COMPANY**

**WHEREAS**, Readington Township Board of Education ("RTBOE") desires to undertake the development and implementation of a Request for Proposal ("RFP") for contracting with a food service management company

**WHEREAS**, pursuant to the Department of Community Affairs Division of Local Government Services' Local Finance Notices 2008-20, dated December 3, 2008, and 2009-10, dated June 12, 2009, the Project may be procured through competitive contracting provisions of the Public Schools Contracts Law (N.J.S.A. 18A:18A-4.1(k)); and

**WHEREAS**, pursuant to law, specifically, N.J.S.A. 18A:18A-4.3a, RTBOE must adopt a resolution authorizing the use of competitive contracting in the procurement of the food services management Co., and the issuance of the RFP;

**NOW, THEREFORE, BE IT RESOLVED by the Readington Township Board of Education, as follows:**

1. The aforesaid recitals is incorporated herein as if set forth at length.
  2. The Business Administrator, is hereby authorized, on behalf of RTBOE, to issue the RFP utilizing the competitive contracting process in compliance with the Public School Contracts Law, and from time to time may issue any addenda thereto as deemed necessary.
- 3.08 Motion to authorize reduction of the pre-school tuition charge for the 2015-16 school year in the amount of \$19.33/day replacing a credit for cancelled sessions on November 2, 3, 4, 2015 and March 21, 22, 23, 24, 2016 for 8 students.
- 3.09 Motion to authorize the Superintendent and School Business Administrator to sign a Memorandum of Understanding and file a Request for Public Assistance through the NJEM Grants System.

**EDUCATION/TECHNOLOGY**

4.01 Motion to approve Hunterdon Healthcare to provide staff development training on the In-Service Day scheduled for April 22, 2016 at a rate of \$265/Stress Management and \$265/Heart Health & Nutrition (paid via NCLB funds 2015-2016).

4.02 Motion to accept the Superintendent’s recommendation and approve the following Student Observation Placement in the Readington Township School District as follows:

| <b>Student Observer Name/School</b>           | <b>Cooperating Teacher/School</b>           | <b>Date/Timeframe</b>                 |
|---|---|---------------------------------------|
| Jennifer Delaney<br>Hunterdon County Polytech | Michele Krayem<br>4 <sup>th</sup> Grade/HBS | 4/7/2016 - 5/27/2016<br>4 hours/week  |
| Molly Lafferty<br>Hunterdon County Polytech   | Meryl Vance<br>4 <sup>th</sup> Grade/HBS    | 4/14/2016 – 5/27/2016<br>4 hours/week |

4.03 Motion to approve the following presenters to provide staff development training on the In-Service Day scheduled for April 22, 2016 (to be paid via NCLB funds 2015-2016).

| <b>Presenter</b>  | <b>Session</b>   | <b>Amount</b> |
|-------------------|------------------|---------------|
| Jeanie Franzo     | Zumba            | \$50.00       |
| Lisa Gilmurray    | Fitness/Exercise | \$50.00       |
| Jennifer Morsella | Kickboxing       | \$50.00       |
| Jennifer Morsella | Pilates          | \$50.00       |
| Janet Yarka       | Pilates          | \$50.00       |

4.04 Motion to approve the 2015-2016 Level One Services from the New Jersey Commission for the Blind and Visually Impaired for student: S-149 at a cost of \$669.00 for the period beginning March 16, 2016 through June 30, 2016.

4.05 Motion to accept the Superintendent’s recommendation and approve the revised 2016-2017 school calendar. (Attachment 4.05)

- 4.06 Motion to accept the Superintendent's recommendation and approve Jordan Marcus to complete his Practicum in School Psychology for the fall 2016 semester (September 1 – December 22, 2016/3 days per week) with Lauren Glick/School Psychologist at Readington Middle School as part of his studies at Seton Hall University.

**PERSONNEL**

**Committee Report:** April 5, 2016 meeting report presented by Mr. Egbert.

Motion to adopt 5.01 through 5.04, 5.06 through 5.08 and 5.10 through 5.13

**Motion: Mr. Doran                      Second: Mrs. Shinn                      Roll Call Vote: Carried- 8 Yes**

- 5.01 Motion to acknowledge the following retirements with appreciation for their years of service:

| <b>Name</b>           | <b>Position</b>                                 | <b>Effective Date</b> |
|-----------------------|---|-----------------------|
| Elaine Smith          | RMS Special Education Teacher<br>(20-01-D2/aho) | June 30, 2016         |
| Rebecca Hinnerschietz | Payroll/Benefits Specialist<br>50-05-D4/ani     | June 1, 2016          |
| Geraldine Fahey       | TBS Preschool Teacher<br>20-03-D2/aig           | June 30, 2016         |

- 5.02 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers effective April 4, 2016:

|                 |                       |                              |  |
|-----------------|-----------------------|------------------------------|--|
| Judy Doslik     | Transfer From:<br>To: | 20-01-D2/ady<br>20-01-D2/ahd | RMS Teacher/Math<br>RMS Teacher/ Interv. |
| Alison Myers    | Transfer From:<br>To: | 20-01-D2/ahd<br>20-01-D2/ady | RMS Teacher/Interv.<br>RMS Teacher/Math  |
| Maureen Sjonell | Transfer From:<br>To: | 20-04-D2/axb<br>20-04-D2/ayy | WHS .7 School Nurse<br>WHS School Nurse  |
|                 | Delete                | 20-04-D2/avf                 | WHS .48 School Nurse                     |
|                 | Delete                | 20-04-D2/axb                 | WHS .7 School Nurse                      |

- 5.03 Motion to accept the Superintendent's recommendation and approve additional payment of \$2,409.44 to Kristin Poroski to teach periods one on days 1 and 2 and period 8 on day 1 at Readington Middle school from April 5, 2016 through June 17, 2016.

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

| <b>Name</b>  | <b>Position</b>                                   | <b>Salary/Step</b>                      | <b>Effective Date</b>   |
|--|---|---|-------------------------|
| Margaret Sarmiento<br>(Replacing Alicia Mitrow)      | Teacher/Spanish (RMS)<br>20-01-D2/afl             | \$59,520 MA, Step 2                     | 09/01/2016 – 06/30/2017 |
| Maureen Sjonell                                      | School Nurse (WHS)                                | \$61,030 MA, Step 8 (prorated)-transfer | 04/04/2016 – 06/30/2016 |
| Teresa Phillips<br>(Replacing Rebecca Hinnerschietz) | Payroll/Benefits Specialist (BOE)<br>50-05-D4/ani | \$50,000 Unaligned (prorated)           | 04/01/2016 – 06/30/2016 |

- 5.05 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.

|                     |
|---------------------|
| Bernadette Bilicska |
|---------------------|

- 5.06 Motion to accept the Superintendent's recommendation and approve the following teachers for facilitating workshops at the April 22, 2016 Inservice Day:

| <b>Teacher/Facilitator</b> | <b>Prep Time</b> | <b>Amount</b> |
|----------------------------|------------------|---------------|
| Bengels, Emily             | 1.5 hours        | \$45.00       |
| Bennington, Mindy          | 1.5 hours        | \$45.00       |
| Berkin, April              | 1.5 hours        | \$45.00       |
| Daly, Will                 | 1.5 hours        | \$45.00       |
| Haberkern, Ann             | 1.5 hours        | \$45.00       |
| Heller, Jen                | 6.0 hours        | \$180.00      |
| Howard, Janet              | 1.5 hours        | \$45.00       |
| Kane, Ann                  | 1.5 hours        | \$45.00       |
| Kovacs, Linda              | 1.5 hours        | \$45.00       |
| Krayem, Michele            | 1.5 hours        | \$45.00       |
| Krial, Sherry              | 4.5 hours        | \$135.00      |
| Mahoney, Lauren            | 1.5 hours        | \$45.00       |
| Singer, Stephanie          | 1.5 hours        | \$45.00       |
| Vance, Meryl               | 1.5 hours        | \$45.00       |

5.07 Motion to accept the following resignation:

| <b>NAME</b> | <b>POSITION</b>                          | <b>EFFECTIVE DATE</b> |
|-------------|--|-----------------------|
| Kari McGann | Supervisor of Humanities<br>10-05-D1/aal | June 17, 2016         |

5.08 Motion to accept the Superintendent's recommendation and approve Kevin Sanders for eight additional days as Teacher/Science, Leave Replacement Teacher, (RMS) 20-01-D2/aeh, to April 27, 2016 instead of April 15, 2016, and continue, BA Step 1 per diem rate.

5.09 Motion to adopt a new Bus Driver Hourly Payment Guide attachment commencing with the 2016-17 School Year. (Attachment 5.09)

5.10 Motion to increase the hours for Allison Stewart, Long term substitute HBS G&T Teacher, 20-02-D2/afs, from .5 to full time to provide coverage for HBS Intervention position, 20-02-D2/ayv, effective April 11, 2016.

5.11 Motion to temporarily transfer Rachel Gass from HBS/WHS Intervention Teacher 20-02-D2/ayv (.7) and 20-04-D2/ayw (.3) to HBS Grade 4, 20-04-D2/abw, effective April 11, 2016.

5.12 Motion to increase the hours for Sharon Nilsen, WHS Teacher/Intervention 20-04-D2/afz, from .5 to full time to provide coverage for WHS Intervention position 20-04-D2/ayw, effective April 12, 2016.

5.13 Motion to approve a medical leave with benefits for employee 50-05-D4/ani for the period 4/15/16 through 5/31/16.



## **COMMUNICATIONS**

**Committee Report:** April 6, 2016 meeting report presented by Laura Simon.

- 6.01 Motion to accept the Superintendent's recommendation to approve for second reading and adopt the following Policy and Regulation:
  - Policy 5516 – Use of Electronic Communication and Recording Devices (ECDR)
  
- 6.02 Motion to accept the Superintendent's recommendation and approve for first reading the following Policies and Regulations:
  - Policy 2431 Athletic Competition (Mandated)
  - Regulation 2431.2 Medical Examination Prior to Participation . . . (Mandated)
  - Policy and Regulation 5111 Eligibility of Resident/Non-Resident Students (Mandated)
  - Policy and Regulation 5310 Health Services (Mandated)
  - Policy and Regulation 5330.01 Administration of Medical Marijuana (Mandated)
  - Policy and Regulation 8462 Reporting Potentially Missing or Abused Children (Mandated)
  - Policy 9130 Public Complaints and Grievances

## **UNFINISHED BUSINESS**

### **NEW BUSINESS FROM BOARD**

- Mrs. Filler introduced a discussion regarding the board's work session and action meetings.
- Mr. Allen proposed that an annual summary report be prepared that would highlight water testing conducting at the district schools.

## **OPEN TO THE PUBLIC**

- Mr. Panico spoke in favor of retaining work sessions and tuition students participating in sports

## **ADJOURNMENT** .

**Motion to adjourn at 9:27 p.m.**

**Motion: Mr. Egbert**

**Second: Mr. Doran**

**Vote: Carried- 8 Yes**

**Respectfully submitted,**

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