

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 6:30 p.m.

April 25, 2017

MINUTES

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

Laura Simon call the meeting to order at 6:30 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, Cheryl Filler, Melissa Szanto, Thomas Wallace, Eric Zwerling (arrived at 6:32 pm), Anna Shinn, Laura Simon

Also Present: Barbara Sargent, Superintendent, Thomas Venanzi, Interim Business Administrator/ Board Secretary

Absent: Wayne Doran

Flag Salute

EXECUTIVE SESSION 6:31 pm

Motion: Mrs. Shinn

Second: Mrs. Filler

Vote: 7 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 personnel matters 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 7:03 pm

SUPERINTENDENT'S REPORT

- Spotlight: Whitehouse School
- 2017-18 Budget Presentation and Public Hearing

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

CORRESPONDENCE

- K.L. email

ADMINISTRATIVE REPORTS

Motion to adopt 1.01

Motion: Mrs. Shinn Second: Mrs. Filler Roll Call Vote: Carried –8 Yes

1.01 Enrollment and Drill Reports

MINUTES

Motion to adopt 2.01- 2.03

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried -8 Yes
(Mrs. Szanto abstained 2.01; Mr. Zwerling abstained 2.02-2.03)

- 2.01 Motion to approve the Meeting Minutes March 16, 2017.
- 2.02 Motion to approve the Meeting Minutes March 28, 2017.
- 2.03 Motion to approve the Executive Meeting Minutes March 28, 2017.

FINANCE/FACILITIES

Committee Report – Mr. Egbert provided a report for the meeting held on April 4, 2017.

Motion to adopt 3.01 – 3.11

Motion: Mr. Egbert

Second: Mrs. Shinn

Roll Call Vote: Carried -8 Yes

- 3.01 Motion to approve the **Bill List** for the period from **March 30, 2017** through **April 26, 2017** for a total amount of **\$3,498,351.81**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule April 25, 2017** for a total amount of **\$7,936.86**. (Attachment 3.02)
- 3.03 Motion to approve the following **Account Transfers** for **March 1, 2017** through **March 31, 2017**. (Attachment 3.03-3.03a)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: March 31, 2017 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2017 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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- Thomas Venanzi, Interim Board Secretary**
- Pursuant to N.J.A.C. 6:23-2.11(c) 4, we certify that as of March 31, 2017 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 March 31, 2017. (Attachment 3.04 & 3.04a)
- 3.05 Motion to approve a second addendum to the contract with The Uncommon Thread to provide Board Certified Behavior Analysts 1 full day per week from March 2017 through June 2017 and one functional behavior assessment for a total adjustment of \$11,400. (Attachment 3.05)

3.06 The following bids were received on April 18, 2017 for toilet renovations at Three Bridges School and Whitehouse School:

| Bidder | Three Bridges School | Whitehouse School | Overall |
|---|-----------------------------|--------------------------|----------------|
| Aero Plumbing & Heating Co., Inc. | \$171,648 | \$418,252 | \$589,900 |
| DeSapio Construction, Inc. | \$264,800 | \$552,800 | \$817,600 |
| SLS Construction LLC | \$214,760 | \$512,267 | \$727,027 |
| TCI Construction & Management Co., Inc. | \$240,000 | \$514,000 | \$754,000 |
| V&K construction Inc. | \$260,000 | \$493,000 | \$753,000 |

Motion to approve the awarding of a contract to Aero Plumbing & Heating Co., Inc. for \$589,900 for its lowest responsible bid for the bathroom renovations at Three Bridges and Whitehouse Schools. (Attachment 3.06)

3.07 Motion to approve a Shared Services Agreement with Tewksbury School District for Readington Township School District to provide Technology Support Services to the Tewksbury School District for the 2017-18 school year in the amount of \$127,625 for standard services and in addition a cost of \$55 per hour for any billable services beyond the standard services agreement. (Attachment 3.07)

3.08 Motion to approve the following resolution adopting the 2017-18 Budget:
 BE IT RESOLVED that the budget be approved for the 2017-18 School Year and that the Superintendent and the SBA/Board Secretary be authorized to implement the following final budget and present the A4F request of school taxes to the Township of Readington. (Attachment 3.09)

| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>DEBT SERVICE</u> | <u>TOTAL 2017-18</u> |
|----------------------------|----------------------------|--------------------------------|----------------------------|-----------------------------|
| Total Expenditures | 32,431,653 | 425,009 | 3,917,381 | 36,774,043 |
| Less: Anticipated Revenues | 4,986,663 | 425,009 | 1,805,154 | 7,216,826 |
| Taxes to be Raised | 27,444,990 | -0- | 2,112,227 | 29,557,217 |

- 3.09 Motion to approve the YMCA School Age Child Care Programs for the 2017-18 school year. (Attachment 3.09)

- 3.10 Motion to approve the Shared Services Agreement in the amount of \$94,896 for Transportation services with Branchburg Township School District serving as host district for the period July 1, 2017 through June 30, 2018. (Attachment 3.10)

- 3.11 Motion to approve the following professional service provider through August 31, 2017:

| <u>Name</u> | <u>Service</u> | <u>Fee</u> |
|---|----------------|----------------|
| Hunterdon Medical Center (Attachment 3.11) | Audiological | \$100 per hour |

EDUCATION/TECHNOLOGY

Committee Report – Mrs. Shinn provided a report for the meeting held on April 3, 2017.

Motion to adopt 4.01 - 4.09

Motion: Mrs. Shinn Second: Mrs. Filler Roll Call Vote: Carried -8 Yes

- 4.01 Motion to approve Rutgers Center for Literacy Development to provide staff professional development training on the In-Service Day scheduled for May 26, 2017 at a rate of \$1200 (paid via NCLB funds 2017-2018). (Attachment 4.01)

- 4.02 Motion to adopt the following curriculum: (Attachments 4.02 - 4.02c)

| Curriculum |
|----------------------------------|
| Innovation & Design Grades 4 & 5 |
| Innovation & Design Grade 6 |
| Innovation & Design Grade 7 |
| Innovation & Design Grade 8 |

4.03 Motion to approve former Readington student, now high school student at Hunterdon County Polytech to observe at Readington Middle School under the supervision of the principal and seventh grade social studies teacher, Thursdays and Fridays in May 2017.

4.04 Motion to approve the following field trips:

| Grade | Field Trip | Date |
|-----------|--|-----------------------|
| 7th grade | Various Hiking Trails in Readington | May 30 & May 31, 2017 |
| 7th grade | State Theater in New Brunswick - Poetry Performance | May 17, 2017 |

4.05 Motion to approve the following 2017-2018 fundraisers:

| Fundraiser | School | Date | Recipient of Funds |
|--------------------|--------|---------------------------------|----------------------------------|
| Fall Car Wash | RMS | Saturday, September 16, 2017 | Readington Athletic Booster Club |
| Fun Pasta Products | RMS | November 20 – December 15, 2017 | Readington Athletic Booster Club |

4.06 Motion to approve the following 2016-2017 fundraiser:

| Fundraiser | School | Date | Recipient of Funds |
|---|--------|---|---------------------------------------|
| 8 th Grade Charity Kickball Tournament | RMS | Wednesday, May 24, 2017 (rain date May 25, 2017) | St. Jude Children's Research Hospital |

4.07 Motion to approve the Bilingual/ESL Three -Year Program Plan for School Years 2017-2020. (Attachment 4.07)

- 4.08 Motion to approve a Home Instruction extension for student H-165 from April 2, 2017 through June 1, 2017.
- 4.09 Motion to approve bed-side instruction for student H-167 effective April 17, 2017 through June 17, 2017. Services provided by Education, Inc. at a rate of \$47.00 per hour.

PERSONNEL

Committee Report – Mrs. Szanto provided a report for the meeting held on April 17, 2017.

Motion to adopt 5.01 - 5.06

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried -8 Yes

- 5.01 Motion to accept the Superintendent’s recommendation and approve the following **Substitute Teacher/Aide/Nurse/Bus Driver** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

| | |
|----------------|-------------------------|
| Nicole Randall | Substitute Teacher/Aide |
|----------------|-------------------------|

- 5.02 Motion to accept the Superintendent’s recommendation and approve employee #5811 to take an additional year of Child Care Leave for 2017-18.

- 5.03 Motion to accept the Superintendent’s recommendation and approve the following appointments:

| Name | Position | Step | Effective Dates |
|--|---|---------------------------|----------------------------|
| Jennifer Percario (replacing Jutta Glauber) | PT Instructional Aide (TBS) 30-03-D3/avh | \$16.27/hr. NC, Step 1 | 04/18/2017 - 06/30/2017 |
| Jenna Nagel (new position) | Preschool Aide (TBS) 30-03-D3/azq | \$18.27/hr. C, Step 1 | 04/18/2017 - 06/30/2017 |
| Mallory Barber (new position) | PT Instructional Aide (HBS) 30-02-D3/azu | \$16.52/hr. NC, Step 2 | 04/18/2017 - 06/30/2017 |

| | | | |
|--|--|-------------------------|------------------------|
| Darlene Bernhard (replacing Alexes Andrian) | Instructional Aide (WHS) 30-04-D3/avj | \$19.88/hr C, Step 7 | 04/24/2017 - 6/30/2017 |
|--|--|-------------------------|------------------------|

5.04 Motion to accept the following resignation:

| NAME | POSITION | EFFECTIVE DATE |
|----------------|--|----------------|
| Alexes Andrian | Special Education Aide (WHS) 30-04-D3/avj | April 7, 2017 |

5.05 Motion to acknowledge the following retirement with appreciation for her years of service, effective June 30, 2017:

| NAME | POSITION |
|----------------|---------------------------------------|
| Cynthia Dennis | Grade 2 Teacher (WHS) 20-04-D2/adg |

5.06 Motion to approve the following teachers (Sharon Rickman, Meagan Menza & Emily Bengels) to provide home instruction for student H-165 at a rate of \$30.00 per hour, 10 hours per/week from April 2, 2017 through June 1, 2017.

COMMUNICATIONS

Committee Report – Mrs. Filler provided a report for the meeting held on April 6, 2017.

Motion to adopt 6.01

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

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

- Bylaw 0000.01 Introduction
- Bylaw 0000.02 Introduction
- Regulation 0000.03 Introduction
- Policy 2320 Independent Study Programs (ABOLISHED)
- Policy 2415.06 Unsafe School Choice Option
- Policy 2460 Special Education
- Regulation 2460 Special Education
- Regulation 2460.8 Special Education – Free and Appropriate Public Education
- Regulation 2460.9 Special Education – Transition from Early Intervention Programs to Preschool Programs
- Regulation 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
- Regulation 2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students
- Policy 2467 Surrogate Parents and Foster Parents

GREEN COMMITTEE REPORT – Mr. Zwerling provided a report for the meeting held on April 4, 2017.

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

OPEN TO THE PUBLIC

- Several parents and students spoke again regarding the Middle School Gifted and Talented Quest program suggesting that no changes be made to the program.

EXECUTIVE SESSION 8:57 pm

Motion: Mrs. Shinn

Second: Mr. Egbert

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 a personnel matter 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 - 9:15 pm

ADJOURNMENT

Motion to Adjourn at 9:16 pm

Motion: Mrs. Shinn

Second: Mr. Egbert

Vote: 8 Yes

Respectfully submitted,

**Thomas Venanzi
Interim Business Administrator/Board Secretary**