

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:30 p.m.
October 17, 2017

MINUTES

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

Laura Simon called the meeting to order at 7:30 and announced that the meeting was being held in compliance with the Open Public Meetings Act (N.J.S.A. 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 and Courier News. Formal action was taken.

Present: Christopher Allen, Wayne Doran, Ray Egbert, Cheryl Filler, Melissa Szanto, Thomas Wallace, Anna Shinn, Laura Simon

Also Present: William DeFabiis, Interim Superintendent, Jason M. Bohm, Business Administrator/Board Secretary

Absent: Eric Zwerling

Flag Salute

SUPERINTENDENT'S REPORT

- Denise Birmingham was recognized for Garden of Distinction Award from a Gardening and Greenery contest.
- No HIB incidents to report for September 2017
- Addendum to appoint Speech/Language Specialist

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

- Kathy Schults, Whitehouse resident and local teacher, commented about negotiations and reduction in take home pay due to Chapter 78. She thinks the Board can afford to amicably settle due to CAFR results.

CORRESPONDENCE - None

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 – 1.02

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

- 1.01 September 2017 Enrollment and Drill Reports
- 1.02 For the month of September there were no HIB incidents to report.

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mr. Doran Second: Mrs. Filler Roll Call Vote: Carried 7 Yes
(Mrs. Szanto abstained from 2.01 – 2.02)

- 2.01 Motion to approve the Meeting Minutes September 26, 2017.
- 2.02 Motion to approve the Executive Minutes September 26, 2017.

FINANCE/FACILITIES

Committee Report – Mr. Egbert gave a report on the October 10, 2017 meeting.

Motion to adopt 3.01 – 3.11

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

- 3.01 Motion to approve the **Bill List** for the period from **September 28, 2017** through **October 18, 2017** for a total amount of **\$ 343,890.62**. (Attachment 3.01)
- 3.02 Motion to ratify the **Payroll** for the period from **September 1, 2017** through **October 15, 2017** for a total amount of \$2,625,583.81.
- 3.03 Motion to approve **District Travel Schedule October 17, 2017** for a total amount of **\$3,372.75**. (Attachment 3.03)
- 3.04 Motion to approve the following revised **Account Transfers** for **August 1, 2017 through August 31, 2017**. (Attachment 3.04 - 3.04a)
- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD

SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS:
 August 31, 2017 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business
 Administrator/Board Secretary certifies that as of August 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.

Jason M. Bohm, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of August 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 August 31, 2017. (Attachment 3.05 & 3.05a)

- 3.06 Motion to approve change order for Three Bridges School Nurse's bathroom
 project:

| | | |
|-------|---|------------|
| CO-03 | New door, hinges, frame modification | \$2,558.33 |
| CO-04 | Revision of hardware | \$1,061.50 |

(Attachment 3.06 & 3.06a)

- 3.07 Motion to approve Branchburg Shared Services Agreement between the
 Readington Township Board of Education and the Branchburg Township Board
 of Education for rental of a garage bay.

- 3.08 Motion to cancel and re-issue the following outstanding Salary Account checks:

| Check # | Amount | Date |
|---------|---------|------------|
| 056392 | \$32.94 | 08/28/2015 |
| 056694 | \$32.14 | 10/30/2015 |
| 056796 | \$43.63 | 11/13/2015 |
| 057232 | \$32.14 | 01/29/2016 |
| 057713 | \$43.63 | 04/15/2016 |
| 059050 | \$87.23 | 03/15/2017 |

- 3.09 Motion to accept the Superintendent's recommendation to affirm the accuracy of the

2017-2018 NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance (SOA) and approve the SOA for submission to the NJ Department of Education.

- 3.10 Motion to approve the 2017-2018 M-1 and Comprehensive Maintenance Plan. (Attachment 3.10)
- 3.11 Motion to approve an Inter-local Vehicle Sale Agreement with HCESC. (Attachment 3.11)

EDUCATION/TECHNOLOGY

Committee Report – Mrs. Shinn gave a report from the October 11, 2017 meeting.

Motion to adopt 4.01 – 4.08

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

- 4.01 Motion to approve the following 2017-2018 field trips:

| Trip | Location | School | Grade/Department | Cost To Parent |
|------------------------------------|---|---------------|-------------------------|-----------------------|
| Oakwood Lanes | Washington, NJ | WHS | Kindergarten | \$9.00 |
| Lehigh Valley OR Turtleback Zoo | Schnecksville, PA OR West Orange, NJ | WHS | Grade 1 | \$16.00 |
| Raritan Headwaters Association | Bedminster, NJ | WHS | Grade 2 | \$10.00 |
| Raritan Headwaters Association | Bedminster, NJ | WHS | Grade 3 | \$9.00 |
| RVCC Theater | Branchburg, NJ | WHS | Grade 3 | \$9.00 |
| Frenchtown Lanes | Frenchtown, NJ | TBS | Kindergarten | \$4.50 |
| Raritan Headwaters Association | Bedminster, NJ | TBS | Grade 3 | \$8.50 |
| RVCC Planetarium | Branchburg, NJ | TBS | Grade 3 | \$10.00 |
| McCarter Theater | Princeton, NJ | RMS | Grade 7 | \$30.00 |
| Medieval Times | Lyndhurst, NJ | RMS | Grade 7 | \$38.00 |
| Duke Farms | Hillsborough, NJ | RMS | Grade 6 | \$5.00 |
| NJMEA Band Festival | Bridgewater, NJ | RMS | Music Students | No cost |

- 4.02 Motion to approve the following WHS fundraiser:

| Fundraiser | Date | Recipient of Funds |
|---|---|---|
| Whitehouse School's "Big Green" Community Garage Sale & Student Voice Bake Sale | Saturday, October 21, 2017 from 12:00 noon – 3:00pm | Hurricane Survivors will receive funds raised from table/space rental and bake sale proceeds. |

4.03 Motion to approve the following Readington Middle School Student Council fundraisers:

| Fundraiser | Date | Recipient |
|---------------------------------|-------------------------------|-------------------------|
| Viking Coffee Mugs | Month of November | America's Grow-a-Row |
| Food Drive | Various dates throughout year | Flemington Food Pantry |
| RMS Viking Socks | December | America's Grow-a-Row |
| Gingerbread House Competition | December | America's Grow-a-Row |
| Pura Vida Bracelets | January | America's Grow-a-Row |
| RMS Made a Change: Fight Hunger | January-February | America's Grow-a-Row |
| School Store | October-May | America's Grow-a-Row |
| Smencils | October-May | America's Grow-a-Row |
| Hats for Hurricane Relief | October 20, 2017 | UNICEF Hurricane Relief |
| Hats for Hunger | November-May (once a month) | America's Grow-a-Row |

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

| Student Teacher Name/School | Cooperating Teacher/School | Date/Timeframe |
|--|--|-------------------------|
| Stephen Thyne The College of New Jersey | Meryl Vance 4 th Grade/HBS | 1/22/2018 – 5/4/2018 |

4.05 Motion to adopt the following curriculum:

| Curriculum |
|---------------------------|
| G&T Curriculum Grades K-8 |

(Attachments 4.05)

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

| Student Observer Name/School | Cooperating Teacher/School | Date/Timeframe |
|--|---|---------------------------|
| Justyna Flynn Seton Hall University | Sara Grzenda School Psychologist/WHS | 1 day 10/18-10/31/2017 |

4.07 Motion to approve Summit Speech School to provide consultation from an Itinerant

Teacher of the Deaf for student #982922 for one hour a month between October 2017 and June 2018 at a rate of \$155/hour.

- 4.08 Motion to approve the following novels for the Readington Township School District:

| Book | Grade |
|----------------------------|-----------------------|
| The Executioner's Daughter | 7 th Grade |
| Sword of the Rightful King | 7 th Grade |

PERSONNEL

Committee Report – Mrs. Szanto gave a report from the October 4, 2017 meeting.

Motion to adopt 5.01 – 5.18

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** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

| | |
|-----------------|--------------|
| Joy Cacchiola | Teacher/Aide |
| Deborah Nazzaro | Nurse |

- 5.02 Motion to approve the following Whitehouse School club advisors at the contractual rate stated below, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association:

| Club | Advisor | Not to Exceed |
|-------------------|---------------------|---------------|
| STEAM Team Club | Janet Sulick | \$711.51 |
| STEM Club | Denise Duncan | \$711.51 |
| Green Ribbon Club | Jennifer Placzankis | \$711.51 |
| Character Club | Anthony Tumolo | \$711.51 |
| Wellness Club | Alisa Swider | \$711.51 |

- 5.03 Motion to approve the following Family Program advisors at Whitehouse School at the contractual rate stated below, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association:

| Program | Advisor | Stipend |
|----------------|-------------------|----------------|
| Family Science | Anthony Tumolo | \$600.00 |
| | Lisa Painter | \$600.00 |
| Family Math | Alisa Swider | \$600.00 |
| | Deborah VandeRydt | \$600.00 |

- 5.04 Motion to approve the following RMS coaching assignments for winter and Spring 2017-2018 sports at the contractual rate stated below, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association:

| Sport | Name | Stipend |
|---------------------------|--------------------------|----------------|
| Boys Basketball A | Robert Clymer | \$4,500 |
| Boys Basketball B | Kevin Sanders | \$3,800 |
| Girls Basketball A | Paul Yunos | \$4,500 |
| Girls Basketball B | Coron Short | \$3,800 |
| Cheerleading A | Courtney Calamito | \$4,500 |
| Cheerleading B | Meagan Menza | \$3,800 |
| Wrestling Head Coach | Bruno Somma | \$4,500 |
| Wrestling Assistant Coach | David deVelder | \$3,800 |
| Boys Lacrosse A | Jim Casertano | \$4,500 |
| Girls Lacrosse A | Stephanie Sperone | \$4,500 |
| Girls Lacrosse B | Jennelle Barbiche-Dahler | \$3,800 |
| Baseball A | David deVelder | \$4,500 |
| Baseball B | Paul Yunos | \$3,800 |
| Softball A | Ryan Newcamp | \$4,500 |
| Softball B | Meagan Menza | \$3,800 |

- 5.05 Motion to accept the following resignation:

| Name | Position | Effective Date |
|----------------------|------------------------------------|-----------------------|
| Genevieve Yhap-Zebro | School Nurse (RMS) 20-01-D2/axa | October 31, 2017 |

- 5.06 Motion to approve a change in hours and salary for the following bus drivers:

| Name | From | To | Effective Date |
|-------------------|-----------------------------------|------------------------------------|-----------------------|
| Ruby DeStefano | 4.5 hrs/day Salary \$22,634.96 | 4.75hrs./day Salary \$23,892.45 | 09/07/2017 |
| Justine McAndrews | 4.5 hrs/day Salary \$21,722.72 | 4.75hrs/day Salary \$22,929.53 | 09/07/2017 |

| | | | |
|-----------------|------------------------------------|-----------------------------------|------------|
| Barbara Hoff | 5.25 hrs/day Salary \$27,471.73 | 5.75hrs/day Salary \$30,088.08 | 09/07/2017 |
| Margit Braeunig | 5.25 hrs/day Salary \$26,939.59 | 5.5 hrs/day Salary \$29,505.26 | 09/07/2017 |

5.07 Motion to authorize the Superintendent to hire paraprofessionals during the 2017-18 school year upon verbal approval from the Board of Education president and chairperson of the Personnel Committee. The motion for approval of paraprofessionals will be brought to the Board for ratification at the next scheduled Board meeting.

5.08 Motion to approve the following appointment at the salary stated below, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association:

| Name | Position | Salary | Effective Dates |
|----------------|------------------------------------|--|----------------------------|
| Monique Dowgin | Instructional Aide 30-02-D3/azh | \$17.88/hr. Aide NC Step 7 | 10/18/2017 - 06/30/2018 |
| Julie Curcio | Teacher/Special ED 20-01-D2/aie | \$59,010.00 (prorated) MA Step 1 | 10/17/2017 – 6/30/2018 |

5.09 Motion to accept the Superintendent's recommendation and approve a stipend for the following teacher facilitating a course for the Readington Township 2017 Fall Teacher Academy Program to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association:

| Staff Member | School | Session | Stipend |
|------------------|--------|-----------------------------|---------|
| Lewis, Christine | TBS | Utilizing Science Notebooks | \$90.00 |

- 5.10 Motion to accept the Superintendent's recommendation and approve stipends, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association, for the following teachers facilitating workshops on the October 9, 2017 In-service Day:

| Teacher/Facilitator | Session | Prep Time | Amount |
|----------------------------|-------------------|------------------|---------------|
| Gibbons, Heather | Dyslexia Training | 4.0 hours | \$120.00 |
| Roarty, Ann | Dyslexia Training | 4.0 hours | \$120.00 |

- 5.11 Motion to approve Anthony Tumolo as Mindfulness Program Advisor for the 2017-2018 school year at a stipend of \$1,800.
- 5.12 Motion to approve Adam Connelly as advisor of the RMS Fall Ultimate Frisbee Club and Ryan Newcamp as advisor of the RMS Spring Ultimate Frisbee Club, stipend of \$25/hr. to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association (previously approved on September 12, 2017 as co-advisors for both Fall and Spring Ultimate Frisbee Clubs).
- 5.13 Motion to amend the hours for Thomas Hardgrove, Cafeteria Aide, from 2.25 hours to 2.50 hours, effective October 2, 2017.
- 5.14 Motion to approve Suzanne Vitale as a Special Education Chaperone at Holland Brook School for Samba Club, one hour a week between October 17 - June 20, 2017 at a rate of \$25/hour, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association.
- 5.15 Motion to accept the Superintendent's recommendation and approve Blair Alber, Kathryn MacDade and Ryan Newcamp as Sports Homework Room Advisors for the 2017-2018 school year at the contractual rate, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association.

- 5.16 Motion to approve Michael Roosen as a Special Education Substitute Chaperone at Holland Brook School for the 2017-2018 school year at a rate of \$25/hour, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association.
- 5.17 Motion to approve the following mentor for the 2017-2018 school year as follows:

| New Staff Member | School/Position | Mentor |
|-------------------------|-------------------------------|----------------|
| Curcio, Julie | RMS/Special Education Teacher | Spatz, Melissa |

- 5.18 Motion to affirm the Superintendent's recommendation and approve the following appointment at the salary stated below, to be adjusted at the conclusion of negotiations and ratification of a successor agreement between the Readington Township Board of Education and the Readington Township Education Association:

| Name | Position | Salary/Step | Effective Date |
|---------------------------|--|--------------------------|---|
| Courtney Rosica D'Onofrio | Speech/Language Specialist 20-03-D2/aki | \$60,030.00 MA Step 3 | On or about 11/1/2017 – 6/30/2018 |

COMMUNICATIONS

Committee Report – Mr. Doran gave a report from the October 6, 2017 meeting.

Motion to adopt 6.01 – 6.02

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

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

Policy 2700 - Services to Nonpublic School Students
 Policy and Regulation 7100 - Long-Range Facilities Planning
 Policy and Regulation 7101 - Educational Adequacy of Capital Projects
 Policy and Regulation 7102 - Site Selection and Acquisition
 Policy 7300 - Disposition of Property
 Regulation 7300.2 - Disposition of Land
 Regulation 7300.3 - Disposition of Personal Property
 Regulation 7300.4 - Disposition of Federal Property
 (Attachment 6.01)

- 6.02 Motion to accept the Superintendent's recommendation to abolish the following regulation:

Regulation 7300.1 - Disposition of Instructional Property (ABOLISHED)
(Attachment 6.02)

UNFINISHED BUSINESS - None

NEW BUSINESS FROM BOARD - None

OPEN TO THE PUBLIC

- A member of the community thanked the Board for their hard work. She also mentioned that she takes health care benefits from husband because it's cheaper and asked Board to consider alternate health care options.
- Community member spoke about negotiations with teachers, asking everyone to get creative to lower premiums. She also spoke about the G&T program.
- Ms. Duffy stated we should have fewer high paid administrators and fair pay for teachers, and asked the Board to settle the contract. She also attended the HSA sponsored Technology Social Media event, providing an overview to public and Board indicating the importance of modeling appropriate online behavior for children.
- Sarah Dearstyne, teacher at TBS, thanked the administration, asked to focus on student programs and give thoughtful consideration to negotiations.
- Emily Bengels, French teacher at RMS, complimented the new G&T teacher. She asked that we listen to children to ensure the content is as quality as previous programs..
- Wendy Baer, teacher in district, stated that teachers are incredible and the Board should give them a fair settlement.
- Carol Hample, parent of three students in district, would appreciate fair negotiations and no more future painful cuts.
- Wayne Doran reminded people about the upcoming November general election and need to write-in candidates.

EXECUTIVE SESSION – 8:19 p.m.

Motion: Mr. Doran

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, for the purpose discussing Superintendent search, negotiations, and personnel matters regarding employees #5277 and #6506 for approximately 30 minutes at which time the Board expects to return to Public Session and action may 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.

Jason Bohm came out at 8:49 p.m., no one was present, executive session continued.
Thomas Wallace left the meeting at 9:15 p.m. due to conflict with RTEA negotiations.

RETURN TO PUBLIC SESSION – 9:39 P.M.

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried 7 Yes

PERSONNEL – Addendum

Motion to adopt 3.12

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried 7 Yes

3.12 Motion to approve tuition contract for the child of staff member #5277 to attend Readington Township Schools for the 2017-18 school year.

ADJOURNMENT

Motion to Adjourn at 9:40 p.m.

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried 7 Yes

Respectfully submitted,

**Jason M. Bohm
Business Administrator/Board Secretary**