

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 6:30 p.m.
October 13, 2015

MINUTES

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

Mrs. Filler called the meeting to order at 6:32 p.m. 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, Vincent Panico (6:34), Anna Shinn, Eric Zwerling, Laura Simon, Cheryl Filler

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

Absent: William Goodwin, Eric Zwerling

Flag Salute

EXECUTIVE SESSION 6:33 p.m.

Motion: Mr. Doran Second: Mrs. Shinn Vote: Carried-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 a personnel grievance for approximately 30 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, it is not presently known when such circumstances will exist.

President Filler called the meeting back to order at 7:00 p.m.

SUPERINTENDENT'S REPORT

- Three Bridges School Presentation – Special and Support Services

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

CORRESPONDENCE

- W.C. letter
- Math email

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 – 1.02

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

1.01 Motion to accept the following HIB report:

| Date | School | Findings of Harassment, Intimidation or Bullying |
|-------------|---------------|---|
| 09/24/2015 | HBS & RMS | Yes |

1.02 Enrollment and Drill Reports (subtotals need to be checked and corrected)

MINUTES

Motion to adopt 2.01 – 2.05

Motion: Mrs. Simon Second: Mr. Panico Roll Call Vote: Carried – 7 Yes
(Mrs. Filler abstained 2.03, 2.04, 2.05)

- 2.01 Motion to approve the Minutes September 8, 2015
- 2.02 Motion to approve the Executive Session Minutes September 8, 2015
- 2.03 Motion to approve the Minutes September 22, 2015
- 2.04 Motion to approve the Executive Session Minutes September 22, 2015
- 2.05 Motion to approve the 2nd Executive Session Minutes September 22, 2015

FINANCE/FACILITIES

Committee Report

Motion to adopt 3.01 – 3.08

Motion: Mr. Panico

Second: Mrs. Simon

Roll Call Vote: Carried -7 Yes

- 3.01 Motion to approve the **Bill List** for the period from **September 24, 2015** through **October 14, 2015** for a total amount of **\$1,853,206.92**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule October 13, 2015** for a total amount of **\$3,372.48** (Attachment 3.02) (add Don Race to travel schedule \$716)
- 3.03 Motion to approve **Account Transfers** for **September 1, 2015** through **September 29, 2015**. (Attachment 3.03-3.03a)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: August 31, 2015 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 2015 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.

Steffi-Jo DeCasas, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as August 31, 2015 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, 2015. Attachment 3.04-3.04a

- 3.05 Motion to approve a joint transportation agreement with Clinton Township School District (host) to transport one Readington choice student to Round Valley School at a cost of \$884.00 for the 2015-16 School Year.

- 3.06 Motion to approve the 2015-2016 M-1 and Comprehensive Maintenance Plan.
(Attachment 3.06 & 3.06a)

3.07 **Resolution**

Authorizing Disposal of Surplus Property

WHEREAS, the Board of Education is the owner of certain surplus property which is no longer needed for public use; and **WHEREAS**, the Board is desirous of selling said surplus property in an “as -is” condition without express or implied warranties;

NOW THEREFORE, be it **RESOLVED** by the Readington Township Board of Education as follows:(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2481 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Board of Education.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) An attached listing of the surplus property to be sold is as follows: (Attachment 3.07)

- 3.08 Motion to accept Fiscal Year 2016 NCLB funds in the amount of \$54,716, Title I Part A and \$24,556, Title II, Part A.

EDUCATION/TECHNOLOGY

Committee Report – Mrs. Shinn provided a report for the meeting held on September 24, 2015.

Motion to adopt 4.01 – 4.13

Motion: Mrs. Shinn

Second: Mr. Doran

Roll Call Vote: Carried – 7 yes

- 4.01 Motion to adopt curriculum for Music/Grades K-8. (Attachment 4.01)

- 4.02 Motion to adopt curriculum for Honors Math/Grade 4 and Advanced Math/Grade 4.
(Attachments 4.02)

- 4.03 Motion to approve the tuition agreement for student S-043 to attend The Midland School for the 2015-2016 school year at a cost of \$49,237.20.
- 4.04 Motion to approve a tuition agreement with Delaware Township School District sending one student to Readington Township for the 2015-16 School Year at an annual tuition rate of \$16,841.17.
- 4.05 Motion to approve a tuition contract between Readington Township School District and the State of NJ, Division of Children and Families for the enrollment of one elementary school student in the Readington Township School District at a per diem cost of \$206.86 per diem.
- 4.06 Motion to accept the Superintendent's recommendation to affirm the accuracy of the 2015-2016 NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance (SOA) and approve the SOA for submission to the NJ Department of Education.
- 4.07 Motion to approve the RMS Volleyball Fundraiser. (Attachment 4.07)
- 4.08 Motion to approve a field trip for Three Bridges and Whitehouse Schools' third grade classes to Lost River Caverns, Hellertown, Pennsylvania (replaces field trip to Sterling Mines, Ogdensburg, NJ).
- 4.09 Motion to adopt the following Resolution:

**Resolution of Support from *Readington Township Board of Education*
Authorizing the Sustainable Jersey for Schools Small Grant Application**

WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, The Readington Township Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, Readington Township Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

WHEREAS, the Readington Township Board of Education has determined that Readington Township School District should apply for the aforementioned grant program and that the Grant will provide general operating support for the Green Team to complete specific Sustainable Jersey for School actions;

NOW THEREFORE, BE IT RESOLVED, that of the Readington Township Board of Education, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

4.10 Motion to approve the RMS Barnes and Noble Book Fair Fundraiser. (Attachment 4.10)

4.11 Motion to approve the HBS Jump Rope for Heart Fundraiser February 1-26, 2016 to Benefit the American Heart Association. (Attachment 4.11)

4.12 Motion to approve Destination Imagination Bake Sale fundraisers. (Attachment 4.12)

4.13 Motion to approve a field trip for RMS Grades 6-8 Mandarin classes to the Lily Yip Table Tennis Center in Dunellen, NJ and to Hibachi Grill and Supreme Buffet in South Plainfield, NJ to experience Chinese sport and cuisine.

PERSONNEL

Motion to adopt 5.01 – 5.14 Tabled 5.13

Motion: Mr. Doran

Second: Mrs. Shinn

Roll Call Vote: Carried -7 Yes

5.01 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.

| | |
|------------|--------------|
| Durga Neti | Laurie Somma |
|------------|--------------|

And to rescind the appointment of Jacqueline Aramburo.

5.02 Motion to approve Lauren Greenberg to provide home instruction for student H-156 at a rate of \$30.00 per hour not to exceed 60 hours.

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

| NAME | POSITION | SALARY/STEP | EFFECTIVE DATE |
|--|---|----------------------------------|--------------------|
| Michael Idenden (Replacing Nickolas Alfano) | Technician (BOE) 15-05-D3/avn | \$40,000 (Unaligned) | November 3, 2015 |
| Helena Coelho (Replacing Michelle Adamitis) | Instructional Aide (HBS) 30-02-D3/ayb | \$16.05/hr NC, Step 4hrs./day | September 15, 2015 |
| Kirsli Spinks (Replacing Kyle Czepiga) | Technician (BOE) 15-05-D3/awm | \$38,000 (Unaligned) | October 15, 2015 |

5.04 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers:

| | | | |
|--|--|--|---|
| Michelle Adamitis (Replacing Coron Short) | Transfer From: To: | 30-02-D3/ayb 30-02-D3/awd | HBS (PT) Aide HBS (FT) Aide |
| Coron Short | Transfer From: To: | 30-02-D3/awd 30-02-D3/ays | HBS (FT) Aide RMS (FT) Aide |
| Pauline Marsh (Replacing Debra Reed) | Transfer From: To: | 30-04-D3/aky 30-03-D3/aqi | WHS (FT) Aide TBS (FT) Aide |
| Antoinette Boccuzzi (Replacing Pauline Marsh) | Transfer From: To: | 30-03-D3/awq 30-074-D3/aky | TBS (FT) Instruc.Aide WHS(FT) Instruc.Aide |
| Kathleen Kirk (Replacing Antoinette Boccuzzi) | Transfer From: To: | 30-03-D3/avm 30-03-D3/awq | TBS(PT) Instruc.Aide TBS(FT) Instruc. Aide |
| Rosanne Vitiello (Replacing Christina Ydoate) | Transfer From: To: | 30-01-D3/axn 30-01-D3/avo | RMS(PT) Instruc.Aide RMS(FT) Instruc.Aide |
| Meherunisa Khan | Transfer From: To New Position: | 30-04-D3/ayg 30-04-D3/ayc 30-04-D3/ayu | WHS .4 Kindergarten Aide WHS .6 Special Ed Aide WHS (FT) Personal Aide |
| | Delete | 30-04-D3/ayg | WHS.4 Kindergarten Aide |
| | Delete | 30-04-D3/ayc | WHS .6 Special Ed Aide |

- 5.05 Motion to approve the hourly change for the following Aides:

| Name | Position | Change |
|-------------------|--------------------|----------------------|
| Jennifer Heppner | Kindergarten Aide | 5 hours to 6.5 hours |
| Nancy St. Miklosy | Instructional Aide | 4 hours to 5 hours |

- 5.06 Motion to approve the following as members of the HBS & I&RS committee for the 2015-2016 school year at a stipend of \$30.00 per hour not to exceed 2.5 hours each.

| |
|-------------------|
| Christine Crielly |
| Jeanne Rutledge |
| Beth Luque |
| Lillian Liskovec |
| Rachel Gass |
| Kelly Parks |

- 5.07 Motion to accept the Superintendent's recommendation and approve the following Holland Brook School Grade Level Leaders for the 2015-16 school year:

| Name | Grade Level | Stipend |
|--------------------|--------------------|----------------|
| Michele Krayem | 4 | \$500 |
| Meryl Vance | 4 | \$500 |
| Tommasina Biase | 5 | \$500 |
| Colleen DiGregorio | 5 | \$500 |

- 5.08 Motion to approve the following Whitehouse School club advisors:

| Club | Advisor | Not to Exceed |
|-----------------|-----------------|----------------------|
| Art Club | Katie Van Why | \$711.51 |
| Science Club | Denise Duncan | \$711.51 |
| Fitness Club | Alisa Swider | \$711.51 |
| Technology Club | Lori Yukniewicz | \$711.51 |
| Theatre Club | Anthony Tumolo | \$711.51 |

- 5.09 Motion to accept the Superintendent's recommendation to appoint the following club/program advisors for the 2015-2016 school year at Holland Brook School. (Attachment 5.09)

- 5.10 Motion to approve payment of \$60.00 each (2 hours at \$30/hour) to the following teachers for attending two RMS Back-to-School Nights in September:

| | | | |
|-------------------|------------------|------------------|------------|
| Emily Bengels | Shakwana Etienne | Stephanie Singer | Paul Yunos |
| Courtney Calamito | Tracy Fitzgerald | Stephanie Wood | |
| Lilien Drew | John Hylkema | Chuan-Ying Yang | |
| Lori Dribbon | Alison Myers | Alyssa Young | |

- 5.11 Motion to accept the Superintendent's recommendation and appoint Frank Garaffa, Custodian, long term replacement for employee #5885, 70-01-D5/aot, at District, effective October 5, 2015 – on or before March 1, 2016, at \$35,560 (prorated).

- 5.12 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2015-2016 Fall/Winter Teacher Academy Program:

| Staff Member | School | Teacher Academy Course | Stipend |
|------------------------|--------|---|---------|
| Adhikari, Gargi | HBS | Book Study: What's Your Evidence? | \$315 |
| Adhikari, Gargi | HBS | Introduction to NGSS | \$180 |
| Birmingham, Denise | RMS | Get Them Moving! | \$135 |
| Crielly, Christine | HBS | I&RS Information | \$90 |
| Hegstrom, Verna | RMS | I&RS Information | \$90 |
| Hegstrom, Verna | RMS | Beyond the Three R's: Handling Stress | \$270 |
| Hendershot, Carey-Anne | RMS | All Genesis Has to Offer | \$180 |
| Horvath, Elizabeth | RMS | Sharing Lesson Ideas | \$90 |
| Kovacs, Linda | HBS | SMART Notebook 15: Beyond the Basics | \$135 |
| Krayem, Michele | HBS | Book Study: Reading in the Wild | \$270 |
| Krayem, Michele | HBS | Effective Use of Reading Log | \$90 |
| Krial, Sherry | HBS | Book Study: What's Your Evidence? | \$315 |
| Krial, Sherry | HBS | All Genesis Has to Offer | \$180 |
| Krial, Sherry | HBS | Google Classroom 101 | \$180 |
| Krial, Sherry | HBS | Google Docs 101 | \$180 |
| Krial, Sherry | HBS | Cool Stuff in Chrome and Google Drive 101 | \$180 |
| Krial, Sherry | HBS | Google Sheets and Forms 101 | \$180 |
| Krial, Sherry | HBS | Gmail and Calendar 101 | \$180 |
| Lewis, Christine | TBS | Writer's Workshop for VERY Beginners | \$135 |
| Lewis, Christine | TBS | Reader's Workshop for VERY Beginners | \$135 |
| Maraventano, Nicole | RMS | Sharing Lesson Ideas | \$90 |
| McGivney, Beth | RMS | Blending Workshop Model w/IEP Goals | \$135 |
| Poroski, Kristin | RMS | Motivating Students in Class Using Smart | \$90 |

| | | | |
|-------------------|-----|-------------------------------------|-------|
| | | Phones | |
| Poroski, Kristin | RMS | Blending Workshop Model w/IEP Goals | \$135 |
| Rehrig, Jodi | HBS | Flip Out! | \$90 |
| Roarty, Ann | RMS | Ask Me About Dyslexia! | \$180 |
| Singer, Stephanie | RMS | Beyond the Basic Google Search | \$90 |
| Tundidor, Jillian | RMS | Google Classroom 101 | \$180 |
| Tundidor, Jillian | RMS | Google Sheets and Forms 101 | \$180 |

- 5.13 Motion to approve the payment of \$1000 to Tracy Fitzgerald for oversight in painting the RMS mural this summer with funding provided through the student activity account.

Discussion ensued about the fact that the board of education approval was not sought prior to completion of the work and concern about procedures not being followed.

- 5.14 Motion to approve Kimberly Hunkle as a Special Education Chaperone for the Holland Brook School Samba Club at a rate of \$25.00 per hour

COMMUNICATIONS

Committee Report

Motion to adopt: 6.01

Motion: Mr. Egbert

Second: Mrs. Shinn

Roll Call Vote: Carried – 7 Yes

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

Policy and Regulation 5330 – Administration of Medication
 Policy 5339 – Screening for Dyslexia
 Policy 5615 – Suspected Gang Activity
 Policy 8540 – School Nutrition Programs
 Regulation 8540 – Free and Reduced Rate Meals (ABOLISHED)
 Policy 8550 – Outstanding Food Service Charges

UNFINISHED BUSINESS

- Board of Education Goals

Assigned to Committees

1-Policy

2-Finance and Ed-Tech

3-Green

4-Mr. Doran

5-Process – letter will be sent out by Board President

- **Mr. Allen asked if the evaluation tool could be looked at for next year.**

NEW BUSINESS FROM BOARD

Mrs. Filler encouraged board and community members to volunteer for National Education Week participants and Invention Convention.

OPEN TO THE PUBLIC

ADJOURNMENT

Motion to Adjourn at 7:52 p.m.

Motion: Mrs. Simon

Second: Mr. Panico

Vote: 7 Yes

Respectfully submitted,

Steffi-Jo DeCasas

Business Administrator/Board Secretary