

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:00 p.m.
December 8, 2015

MINUTES

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

Mrs. Filler called the meeting to order at 7:11 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: Wayne Doran, William Goodwin, Vincent Panico, Anna Shinn, Eric Zwerling, Laura Simon, Cheryl Filler

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

Absent: Christopher Allen, Ray Egbert

Flag Salute

EXECUTIVE SESSION 7:11 p.m.

Motion: Mr. Doran Second: Mr. Goodwin 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, for the board attorney to provide the board with updates on current pending litigation and a personnel employment matter 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, if is not presently known when such circumstances will exist.

President Filler called the meeting back to order at 7:47 p.m.

SUPERINTENDENT'S REPORT

- District Assessment Report for 2014-15
- Brief Recap of Humanities Supervisor's Academic Visit to China
- Update on Summer Facility Projects and Tax-Neutral Referendum
- Update on Solar PPA Agreement

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

CORRESPONDENCE

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 – 1.02

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

1.01 Enrollment and Drill Reports

1.02 Motion to accept the following HIB report:

School	Date	Findings of Harassment, Intimidation or Bullying
HBS	12/02/2015	Yes

MINUTES

Motion to adopt 2.01

Motion: Mrs. Simon Second: Mr. Goodwin Roll Call Vote: 4 Yes
(Mr. Doran, Mr. Panico, and Mr. Zwerling Abstained)

2.01 Motion to approve the Minutes November 10, 2015

FINANCE/FACILITIES

Committee Report – December 7, 2015 report reviewed by Mr. Goodwin

Motion to adopt 3.01 – 3.10

Motion: Mr. Goodwin

Second: Mr. Doran

Roll Call Vote: Carried -7 Yes
(Mr. Panico abstained 3.05)

- 3.01 Motion to approve the **Bill List** for the period from **November 12, 2015** through **December 09, 2015** for a total amount of **\$3,234,946.44**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule December 8, 2015** for a total amount of **\$5,617.29** (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **November 1, 2015** through **November 30, 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: October 31, 2015 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of October 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 October 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 October 31, 2015. (Attachment 3.04-3.04a)

3.05 Motion to adopt the following Resolution:

**RESOLUTION OF THE READINGTON TOWNSHIP BOARD OF
EDUCATION AUTHORIZING THE ISSUANCE OF A REQUEST
FOR PROPOSALS 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
RENEWABLE ENERGY PROJECT**

WHEREAS, Readington Township Board of Education ("RBOE") desires to undertake the development and implementation of a Request for Proposals ("RFP") for the financing, installation, operation and maintenance of a photovoltaic energy system by a private solar developer (the "Project") intended to serve the RBOE's facilities; and

WHEREAS, among other benefits, the Project is anticipated to reduce energy costs for the RBOE; and

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, RBOE must adopt a resolution authorizing the use of competitive contracting in the procurement of the Project, and the issuance of the RFP;

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

1. The aforesaid recitals are incorporated herein as if set forth at length.
2. The Business Administrator, or at her direction, RBOE's energy consultant and/or special counsel for the Project, are hereby authorized, on behalf of RBOE, 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.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

3.06 Motion to authorize the Business Administrator to solicit bids for custodial services.

3.07 Motion to approve an Inter-local Vehicle Sale Agreement with HCESC. (Attachment 3.07)

3.08 Motion to adopt the following Resolution:

**Resolution of the Board of Education of the Township of
Readington in the county of Hunterdon, NJ providing for
the submission of a special ballot question to the school
district voters at a Special School District Election to be
held on Tuesday, January 26, 2016**

WHEREAS, The Board of Education of the Township of Readington in the County of Hunterdon (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) desires to undertake a school facilities project in order to undertake improvements to various schools in the School District (the "Project");

WHEREAS, to accomplish the Project, the Board seeks to authorize the submission of a ballot question and an explanatory question at a Special School District election to be held on Tuesday, January 26, 2016 (the "Election") and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

NOW THEREFORE, BE IT RESOLVED by The Board of Education of the Township of Readington in the County of Hunterdon, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposal (the "Proposal") shall be submitted to the legal voters of the School District at a Special School District election (the "Election") to be held on Tuesday, January 26, 2016.

EXPLANATORY STATEMENT

THE PROJECT

The Board is seeking to undertake the following facilities improvements:

- Holland Brook School: Reconstruction/reconfiguration of parking areas and driveway
- Readington Middle School: Reconstruction/reconfiguration of parking areas and driveway and entrance/step improvements
- Three Bridges School: Entrance/step improvements
-

TOTAL PROJECT COSTS

The total cost of the project shall not exceed \$1,780,000. The Board has received an award of State funding in the amount of 40% of the total project costs which State funding reduces the taxpayers' share of the project to 60%.

40% STATE FUNDING FOR THE PROJECT

The Board has received State funding for the project in the form of debt service in the amount of 40%. This State aid reduces the taxpayers' share of the project to 60% of the total project cost. Such State funding will only be available if the referendum passes. The Board will be funding its 60% of debt service with monies currently on deposit in the Capital Reserve Fund so no new tax dollars will be raised to pay for the project.

PROPOSAL

The Board of Education of the Township of Readington in the County of Hunterdon, New Jersey is authorized to undertake a school facilities project consisting of (A) reconstruction /reconfiguration of parking areas and driveway at Holland Brook School; reconstruction /reconfiguration of parking areas and driveway and entry/step improvements at Readington Middle School and entry/step improvements at Three Bridges School. The Board is authorized to expend on such project and issue bonds for such project in an amount not to exceed \$1,780,000. The State has agreed to provide debt service aid in the amount of 40% of the "final eligible costs" of the school facilities project. All of the costs of the project are "final eligible costs".

2. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Executive Hunterdon County Superintendent of Schools, Hunterdon County Clerk, Hunterdon County Board of Elections, and to the Clerk of the Township of Readington, and to request such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/Board Secretary is hereby authorized to amend the Proposal and the Explanatory Statement to conform same to statutory requirements.

4. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officers of the Township of Readington, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the offices of the Clerk of the Township of Readington, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs prior to the date of the Election.

5. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of debt service aid.

6. The Board hereby (i) accepts the determination of Preliminary Eligible Costs as set forth in the letters of the New Jersey Department of Education (the "NJDOE Eligibility Letters"); (ii) elects to receive the State Share in the form of debt service aid; (iii) determines to construct the Project; (iv) agrees to locally fund any excess costs and (v) delegates the supervision of the Project to the Business Administrator/Board Secretary.

7. This resolution shall take effect immediately.

3.09 Motion to approve the following Resolution:

WHEREAS, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY2014-15 (CAFR) and the Auditor's Management Report as prepared and submitted by William Colantano, CPA and

WHEREAS, the audit contained no audit recommendations

NOW, THEREFORE BE IT RESOLVED that the Annual Corrective Action Plan, noting no recommendations and no action needed, be approved and filed by the Business Administrator/Board Secretary and Superintendent of Schools with the Department of Education. (Attachments 3.08 - 3.08b)

3.10 Motion to authorize the transportation department to provide Readington Township Recreation with transportation for Rec Ski Club to Shawnee Mountain Ski resort in East Stroudsburg, PA at a rate of \$23.00 per hour for 6 weekend trips to be held in January and February 2016.

EDUCATION/TECHNOLOGY

Committee Report: Anna Shinn reported on the November 16, 2015 meeting.

Motion to adopt 4.01 – 4.08

Motion: Mrs. Shinn

Second: Mr. Panico

Roll Call Vote: Carried -7 Yes

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

School/Grade	Book	Author
HBS/5 th Grade & RMS 6 th Grade	The Black Reckoning	John Stephens
RMS/6 th Grade	The People of Sparks	Jeanne DuPrau
RMS/6 th Grade	Small Steps	Louis Sachar
RMS/7 th Grade	Among the Hidden	Margaret Peterson Haddix
RMS/7 th Grade	Among the Impostors	Margaret Peterson Haddix
RMS/7 th Grade	Among the Betrayed	Margaret Peterson Haddix
RMS/7 th Grade	And Then There Were None	Agatha Christie
RMS/8 th Grade	I am Malala	Malala Yusafzai

- 4.02 Motion to approve the following students to observe in January, 2016 as part of her pre-service undergraduate Teacher Education requirements:

STUDENT	SCHOOL	CLASS	TIME
Julie Kreutzer	Susquehanna University	Weintraub, Leslie/TBS 3 rd Grade	10 days
Victoria DeStefano	Drew University	RMS and HBS	20 hours

- 4.03 Motion to accept the Superintendent's recommendation and approve a field trip for the RMS Mock Trial Club to the Historic County Court House, the Hunterdon Courthouse, and Panera Bread in Flemington, NJ.

- 4.04 Motion to accept H.S.A. donations funding the following programs:

Artist Dan Fenelon (HBS)	\$4,500
Poet Luray Gross (HBS)	\$2,600
Dorothy Calkin (RMS)	\$1,000
Anti Bullying Assembly (RMS)	\$1,200
Laser Show Assembly (RMS)	\$1,195
Chariots of Sun Assembly (RMS)	\$ 900
Weather Assembly (RMS)	\$ 650
Madeline Assembly (WHS)	\$ 250
Anti-Bullying Assembly (TBS)	\$ 745

- 4.05 Motion to accept a donation of \$250.00 from Loew Orthodontics to the TBS Student Activity Account as a result of the "pay back" from candy donations from students which were shipped to overseas troops.

- 4.06 Motion to accept two grants in the amount of \$2,000 each for TBS and WHS from Sustainable Jersey for Schools, NJEA Sponsor, to fund the installation of water bottle filling stations at each school and the creation of student posters to assist with community outreach on sustainable practices.

- 4.07 Motion to accept the Superintendent's recommendation and approve the following fundraiser:

Fundraiser	School	Date	Recipient of Funds
Penny Wars	HBS	January 11-22, 2016	Patrick's Pals Foundation

- 4.08 Motion to accept the Superintendent's recommendation and approve the revised 2016-2017 school calendar. (Attachment 4.08)

PERSONNEL

Committee Report: Dr. Sargent reported on the November 23, 2015 meeting.

Motion to adopt 5.01 – 5.14

Motion: Mr. Doran Second: Mr. Goodwin 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.

Timothy Smith	Devan DePhillips	Kaitlyn Jones
Maria Durka	Patricia Mazzucco	

- 5.02 Motion to accept the following resignation for the purpose of retirement, with appreciation for his years of service to the Readington Township School District:

Name	Position	Effective
Robert D'Alonzo	Teacher/PE/Health 20-02-d2/ayl 20-03-D2/aym 20-04-D2/ayn	July 1, 2016

- 5.03 Motion to accept the Superintendent's recommendation and approve the following stipend for facilitating a course for the Readington Township 2015-2016 Fall/Winter Teacher Academy Program:

Staff Member	School	Teacher Academy Course	Stipend
Lopes-Shreiber, Zelia	WHS	Challenging Student Behaviors	\$135

- 5.04 Motion to accept the Superintendent's recommendation and appoint Emerald Ridente as a school bus driver, 80-06-D6/anz, Step 2, at the rate of \$19.12 per hour for 4.5 hours per day for 181 days, effective September 1, 2015 – June 30, 2016.

- 5.05 Motion to accept the Superintendent's recommendation and approve the following position control changes:

	Delete	20-02-D2/ags	HBS Teacher/Interv
	Create New Position	20-02-D2/ayv 20-04-D2/ayw	HBS .7 Teacher/Interv WHS .3 Teacher/Interv
Rachel Gass	Transfer From: To:	20-02-D2/ags 20-02-D2/ayv 20-04-D2/ayw	HBS Teacher/Interv HBS .7 Teacher/Interv WHS .3 Teacher/Interv
Robert D'Alonzo	Create New Positions	20-02-D2/ayl 20-03-D2/aym 20-23-D2/ayn	HBS .2 Teacher/Pe/Health TBS .2 Teacher/PE/Health WHS .6 Teacher/PE/Health

- 5.06 Motion to accept the Superintendent's recommendation and approve Courtney Calamito as Cheerleading Chaperone at RMS for the winter sports season at the contractual rate of \$25 per hour not to exceed \$2500.

- 5.07 Motion to accept the Superintendent's recommendation and approve Mary Ann Connelly, School Nurse, to cover home wrestling matches at the contractual rate of \$30 per hour not to exceed \$675 (based upon 7 home games at 2.5 hours each plus 2 possible playoffs).

- 5.08 Motion to accept the Superintendent's recommendation and approve Angelica DeNino as a substitute bus driver at the rate of \$16.50 per hour, effective December 9, 2015

- 5.09 Motion to approve the following Family Program advisors at Three Bridges School:

Program	Advisor	Stipend
Family Science	Christine Lewis	\$600.00
	Edward Dubroski	\$600.00
Family Math	Kristi Dauernheim	\$600.00
	Christine Lewis	\$600.00

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

Name	Position	Salary/Step	Effective Dates
Kaitlyn Jones	Teacher/Kindergarten – Leave Replacement Teacher (TBS) Position # 20-03-D2/abf	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	12/14/2015 – 01/25/2016
Kaitlyn Jones	Teacher/Grade 2 – Leave Replacement Teacher (TBS) Position # 20-03-D2/acr	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	02/1/2016 – 06/21/2016

- 5.11 Motion to approve Ann Reiche as a special education chaperone for the Holland Brook School Philanthropic Club for the 2015-2016 school year at a rate of \$25/hour, not to exceed \$450.
- 5.12 Motion to appoint Lauren Greenberg and Dianna Barkman to construct sets for the RMS play at a rate of \$25/hr. not to exceed 6 hours shared. (Attachment 5.13)
- 5.13 Motion to accept the Superintendent's recommendation and grant employee #5122 unpaid leave of absence with benefits from 3/10/2016 – 6/30/2016.
- 5.14 Motion to approve Anna Albano to provide Home Instruction for H-157 at a rate of \$30/hour not to exceed 10 hours per week.

COMMUNICATIONS

Committee Report

Motion to adopt: 6.01

Motion: Mrs. Simon

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:

0167 Public Participation In Board Meetings
3322 Staff Members Use of Personal Cellular Telephones/Other Common Devices
4322 Staff Members Use of Personal Cellular Telephones/Other Common Devices
5756 Transgender Students
6660 Student Activity Fund

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

- NJSBA Delegates Assembly –Anna Shinn
- January 26th Referendum

OPEN TO THE PUBLIC

- Some of the parents asked the Board for consideration on adding Kindergarten Aides.

ADJOURNMENT

Motion to Adjourn at 11:10 p.m.

Motion: Mr. Panico

Second: Mrs. Shinn

Vote: Carried -7 Yes

Respectfully submitted,

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