

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:30 p.m.
May 24, 2016

MINUTES

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

Cheryl Filler called the meeting to order at 7:43 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, Anna Shinn (left at 9:04), Melissa Szanto, Laura Simon, Cheryl Filler

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

Absent: Wayne Doran, William Goodwin, Eric Zwerling

Flag Salute

SUPERINTENDENT'S REPORT

Retiree and Teacher Recognition
Classroom Walkthroughs

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

CORRESPONDENCE

ADMINISTRATIVE REPORTS

Motion to accept Administrative reports 1.01 – 1.03

Motion: Mrs. Simon

Second: Mr. Egbert

Roll Call Vote: Carried – 6 Yes

1.01 Enrollment and Drill Reports

1.02 Violence and Vandalism Report: September through December 2015

1.03 Motion to accept the following HIB report:

School	Date	Findings of Harassment, Intimidation or Bullying
RMS	04/18/2016	No

MINUTES

Motion to adopt 2.01 – 2.04

Motion: Mrs. Simon

Second: Mrs. Szanto

Roll Call Vote: Carried -6 Yes

(Mrs. Simon abstained 2.04 & 2.04)

2.01 Motion to approve the Minutes April 12, 2016.

2.02 Motion to approve the Executive Session Minutes April 12, 2016.

2.03 Motion to approve the Minutes April 26, 2016.

2.04 Motion to approve the Executive Session Minutes April 26, 2016.

FINANCE/FACILITIES

Committee Report

Motion to adopt 3.01 – 3.11

Motion: Mrs. Simon

Second: Mr. Egbert

Roll Call Vote: Carried –5 Yes

3.01 Motion to approve the **Bill List** for the period from **May 12, 2016** through **May 25, 2016** for a total amount of **\$1,166,895.62**. (Attachment 3.01)

3.02 Motion to approve the following appointments for the 2016-17 school year as part of their regular job duties:

Affirmative Action Officer(s)	Karen Tucker/Jonathan Moss Alt.
Anti-Bullying Coordinator	Karen Tucker
Right to Know Officer	Donald Race
504 Committee Coordinator	Karen Tucker

AHERA Coordinator	Donald Race
Substance Awareness Coordinator	Karen Tucker
Integrated Pest Management Coordinator	Donald Race
Chemical Hygiene Officer	Donald Race
Custodian of Records	Steffi-Jo DeCasas
Indoor Air Quality Designee	Donald Race
Public Agency Compliance Officer (PACO)	Steffi-Jo DeCasas
Certified Purchasing Agent	Steffi-Jo DeCasas
Safety & Health Designee (SAIF)	Donald Race

3.03 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations for 2016-17.

3.04 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit 2016-17 payments including electronic bill payments as deemed necessary, between scheduled board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees.

3.05 Motion to authorize the Business Administrator with approval of the Superintendent to make 2016-17 account transfers between board meetings pending ratification by the Board of Education.

3.06 Motion to authorize the following signatures on 2016-17 accounts maintained by the Board of Education:

General Fund Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Cafeteria Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent(any3)
Salary Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent(any3)
Payroll Agency Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any3)
Payroll Agency Reimbursement Account (flexible spending reimbursement)	President or Vice President, Board Secretary or Assistant Board Secretary (any1)
Readington Middle School Activity Account	Principal or Assistant Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Whitehouse School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Three Bridges School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)

Holland Brook School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Capital Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary(any 2)
Emergency Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary(any 2)
Maintenance Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary(any2)

3.07 Motion to authorize maintaining the following 2016-17 petty cash accounts:

Account Title	Balance	Expenditure Limit
Readington Middle School Petty Cash	\$100.00	\$25.00
Holland Brook School Petty Cash	\$100.00	\$25.00
Three Bridges School Petty Cash	\$100.00	\$25.00
Whitehouse School Petty Cash	\$100.00	\$25.00
Superintendent Central Office Petty Cash	\$100.00	\$25.00
Pupil Services Petty Cash	\$100.00	\$25.00
Curriculum and Instruction Petty Cash	\$100.00	\$25.00
Office of the School Business Administrator	\$100.00	\$25.00
Transportation Department Petty Cash	\$300.00	\$25.00
Life Skills Petty Cash	\$150.00	\$25.00

3.08 Motion to approve the YMCA School Age Child Care Programs for the 2016-2017 school year.

3.09 **BE IT RESOLVED THAT THE BOARD OF EDUCATION** of Readington Township upon the recommendation of the Superintendent hereby award and approve the contract with Maschio's Food Service for the 2016-2017 school year

- . Minimum \$35,000 guarantee (same as prior year)
- . Annual Management Fee of \$11,008 (no change)
- . Student Lunch Price - \$ 2.75 (was \$2.70)

3.10 Motion to approve a required student lunch price increase for the 2016-17 school year from \$2.70 to \$2.75.

- 3.11 Motion to approve tuition contracts for staff members' children to attend Readington Township Schools for the 2016-2017 school year:

#4666	#5282	#5571
#5622	#5723	#6008

EDUCATION/TECHNOLOGY
Committee Report

Motion to adopt 4.01 – 4.05

Motion: Mrs. Simon Second: Mrs. Szanto Roll Call Vote: Carried -5 Yes

- 4.01 Motion to approve RMS Theater Students to visit TBS on May 27, 2016 to present a play.
- 4.02 Motion to approve an extension for home instruction for student H-157 from through June 17, 2016 for 10 hours per week.
- 4.03 Motion to accept the Superintendent's recommendation and approve Christopher King to complete his student teaching placement for the fall 2016 (September 6 – October 21, 2016) with Laurie Levesque at Three Bridges School as part of his Teacher Education program at The College of NJ.
- 4.04 Motion to authorize the purchase of books for the Whitehouse School Library with residual funds produced from the school's Madeline Book signing event held on June 1, 2016.

- 4.05 Motion to approve the following fundraiser:

Fundraiser	School	Date	Recipient of Funds
Eat Good to do Good	RMS	May 25 – June 1, 2016	Living on One

(Attachment 4.05)

PERSONNEL
Committee Report

Motion to adopt 5.01 – 5.25

Motion: Mrs. Simon Second: Mr. Egbert Roll Call Vote: Carried -5 Yes

5.01 Motion to accept the Superintendent's recommendation and appoint paraprofessionals with final appointments pending assignments as required through student individual education plans for the 2016-2017 school year and in accordance to the agreement with the Readington Township Education Association. (Attachment 5.01)

5.02 Motion to accept the Superintendent's recommendation and appoint clerical aides for the 2016-2017 in accordance to the agreement with the Readington Township Education Association. (Attachment 5.02)

5.03 Motion to accept the Superintendent's recommendation and appoint Custodians for the period of July 1, 2016 through June 30, 2017 in accordance to the agreement with the Readington Township Education Association. (Attachment 5.03)

5.04 Motion to accept the Superintendent's recommendation and appoint Secretaries for the 2016-2017 in accordance to the agreement with the Readington Township Education Association. (Attachment 5.04)

5.05 Motion to accept the Superintendent's recommendation and appoint Maintenance Mechanics for the period of July 1, 2016 through June 30, 2017. (Attachment 5.05)

5.06 Motion to accept the Superintendent's recommendation and appoint Technology staff for the 2016-2017 school year. (Attachment 5.06)

5.07 Motion to accept the Superintendent's recommendation and appoint other support staff for the 2016-2017 school year. (Attachment 5.07)

5.08 Motion to accept the Superintendent's recommendation and appoint unaligned administrators for the 2016-2017 school year. (Attachment 5.08)

- 5.09 Motion to accept the Superintendent's recommendation and appoint Confidential Secretaries for the 2016-2017 school year. (Attachment 5.09)
- 5.10 Motion to appoint bus driver hourly rates, hours pending finalization of routes for 2016-17 school year. (Attachment 5.10)
- 5.11 Motion to accept the Superintendent's recommendation and approve the following Technology summer support staff effective July 11, 2016 through August 30, 2016.

		<u>Total Summer Hours</u>	<u>Rate/Hr</u>	<u>Maximum Authorized Pay</u>
Teacher/Staff Member Mary Coyle	6 Weeks 32 Hrs/week	192	\$15	\$2880
Teacher/Staff Member José A Fernández	6 Weeks 32 Hrs/week	192	\$15	\$2880
Student Abigail(Abby) Terese	5 Weeks 20 Hrs/week	100	\$9	\$900
Student Alexis Girgis	5 Weeks 20 Hrs /week	100	\$9	\$900
				\$7,560

- 5.12 Motion to accept the Superintendent's recommendation and approve the following teacher for facilitating a workshop at the April 22, 2016 In-service Day:

Teacher/Facilitator	Prep Time	Amount
Hoffman, Meghan	1.5 hours	\$45.00

- 5.13 Motion to approve Katie Van Why to continue home instruction for student H-157 through June 17, 2016 for 10 hours per week at a rate of \$30.00 per hour.

- 5.14 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Loren Hamblin	Head Custodian (RMS) 70-01-D5/aoy	May 20, 2016
Lisa Joy Schmidt	WHS Enrichment Teacher 20-04-D2/adq	June 30, 2016

5.15 Motion to acknowledge the following retirement with appreciation for her years of service:

NAME	POSITION	EFFECTIVE DATE
Tommasina Biase	HBS Grade 5 Teacher 20-02-D2/abt	June 30, 2016

5.16 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.

Cathleen Ciarelli	Jodi Bettermann	Diane Hart
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5.17 Motion to accept the Superintendent's recommendation and approve the following teachers for curriculum development, effective July 1 – August 30, 2016 at \$30.00 per hour:

Teacher	Curriculum Writing	Amount
Alber, Blair	Science Curriculum 6-8	\$150.00
Salama-Aetia, Mary	Science Curriculum 6-8	\$150.00
Tundidor, Jillian	Science Curriculum 6-8	\$150.00
Dubroski, Ed	PE/Health Curriculum K-3	\$150.00
Sivo, Carrie	PE/Health Curriculum 4-5	\$150.00
Hoff, Michelle	PE/Health Curriculum 6-8	\$150.00
Wood, Stephanie	PE/Health Curriculum 6-8	\$150.00
Yunos, Paul	PE/Health Curriculum 6-8	\$150.00
Weintraub, Leslie	Social Studies Curriculum 3 rd	\$300.00
MacDade, Kathryn	Social Studies Curriculum 6 th	\$150.00
Moor, Lisa	Social Studies Curriculum 6 th	\$150.00
Barbiche-Dahler, Jennelle	Social Studies Curriculum 7 th	\$300.00
Bennington, Mindy	Social Studies Curriculum 8 th	\$300.00
Bengels, Emily	Gifted & Talented Curriculum K-8	\$150.00
McGibbon, Joyce	Gifted & Talented Curriculum K-8	\$150.00
Nicolai, Lauren	Life Skills Curriculum K-3	\$300.00
Mahoney, Lauren	Life Skills Curriculum 4-5	\$300.00
Schwarz, Marybeth	Life Skills Curriculum 6-8	\$300.00
Spatz, Melissa	Life Skills Curriculum 6-8	\$300.00
Hendershot, Carey-Anne	Math Placement 6-8	\$150.00
MacDade, Kathryn	RMS Elective – Topics in History	\$150.00
Petersen, Lora	RMS Elective – Coding	\$150.00
Skene, Stacey	RMS Elective – Creative Writing	\$150.00

- 5.18 Motion to approve the Instructional Aides listed below to provide support to the district's Extended School Year Programs during the summer of 2016 at their summer hourly rate:

Laurie Livesey	Social Skills	4 hours
Gabriel Cherichello	Social Skills	4 hours
Karen Cooney	LLD	4 hours
Lillian Liskovec	LLD	4 hours
Theresa Bruno	Resource Center	2.5 hours
Pauline Marsh	Resource Center	2.5 hours
Kim Pflauth	Preschool Extended Day	4 hours

- 5.19 Motion to appoint Andrea Aronow as Purchasing Clerk on or about June 20, 2016 at a prorated salary of \$40,000 per annum through June 30, 2017.

- 5.20 Motion to approve the special education teachers listed below to provide instruction during the district's Extended School Year Programs during the summer of 2016 at their summer hourly rate:

Katie Van Why	Resource Center	3 hours
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- 5.21 Motion to approve Kimberly Hunkele as the bus aide for student S-197 for the summer 2016 ESY program at her contractual rate.

- 5.22 Motion to approve Janine Gregory as Supervisor of Humanities at a salary of \$105,000 on or about August 1, 2016.

- 5.23 Motion to temporarily transfer Beverly Lax from TBS Teacher/Intervention, 20-03-D2/afw, to TBS Teacher/Grade 2, 20-03-D2/act, effective May 12, 2016.

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

Name	Position	Salary/Step	Effective Date
Samantha Pukash	Teacher/Intervention Leave Replacement Teacher (TBS) Position #20-03-D2/afw	Substitute rate for first 20 consecutive days, BA Step 1 per diem thereafter	05/16/2016 – 06/30/2016

- 5.25 Motion to approve Nancy Quinlan for 4 additional hours at her hourly rate to provide aide support for an RMS student on the Dorney Park Trip.

COMMUNICATIONS

Committee Report

Motion: Mr. Egbert Second: Mrs. Shinn Vote: Carried -5 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
0168 – Recording Board Meetings
2422 – Health and Physical Education
2425 – Physical Education (abolish)
3431.1 – Family Leave (Teaching Staff Members)
4431.1 – Family Leave (Support Staff)
6620 – Petty Cash
8550 – Outstanding Food Service Charges

GREEN COMMITTEE

Mrs. Filler provided a report for the meeting held on May 23rd.

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

Special Closed Session Meeting June 7th for Superintendent's evaluation.

OPEN TO THE PUBLIC

ADJOURNMENT

Motion to Adjourn at 9:15 p.m.

Motion: Mrs. Simon

Second: Mr. Egbert

Vote: Carried -5 Yes

Respectfully submitted,

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