

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:30
September 23, 2014

Minutes

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

President Livingston called the meeting to order at 7:38 and announced that the meeting was being held in compliance with the Open Public Meetings Act and is 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, Eric Zwerling, Cheryl Filler, David Livingston

Absent: Ray Egbert, Laura Simon

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

SUPERINTENDENT'S REPORT

- 2014-15 District Goals
- Recognition of Joseph Lloyd and the Lowe's Community Project at Readington Middle School
- Summer Teacher's Academy

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

Susan Fielo spoke in favor of urged board to support staff with salaries and benefits.

Marie Potenta also praised staff and thanked Mrs. Fielo for her comments.

CORRESPONDENCE

Thank you note from the RMS Life Skills students.

ADMINISTRATIVE REPORTS

- School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act. Mrs. Tucker explained the grades are a rating system of how the district implements its Anti-Bullying policy.

Motion: Mr. Doran **Second:** Mr. Goodwin **Vote:**
Carried – 6 yes

Adoption of a motion accepting the School Self-Assessment Grades for 2013-14 under the Anti-Bullying Bill of Rights.

MINUTES

Adoption of 2.01 , 2.03

Motion: Mr. Doran **Second:** Mr. Goodwin **Roll Call Vote: 5 – yes**
Mr. Zwerling abstained

Table 2.02

Motion: Mr. Panico **Second:** Mr. Doran **Roll Call Vote: 5 – yes**
Mr. Zwerling abstained

- 2.01 Motion to approve the Board of Education Minutes, August 26, 2014.
2.02 Motion to approve the Executive Session Minutes, August 26, 2014.
2.03 Motion to approve the Minutes of Board Retreat, August 27, 2014.

Committee Reports providing further information about meetings are posted to the district's *website*.

FINANCE/FACILITIES

Mr. Goodwin provided a report on the meeting held on August 26th.

Adoption of 3.01 - 3.07

Motion: Mr. Panico **Second:** Mr. Goodwin **Roll Call Vote: Carried –5 yes**

- 3.01 Motion to approve the **Bill List** for the period from **September 11, 2014** through **September 24, 2014** for a total amount of **\$1,603,475.38**. Attachment 3.01
- 3.02 Motion to approve **District Travel Schedule September 23, 2014** for a total amount of **\$5,359.03**. Attachment 3.02
- 3.03 Motion to approve **Account Transfers** for **August 1, 2014** through **August 31, 2014**. Attachment 3.03
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: July 30, 2014 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of July 30, 2014 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 July 30, 2014 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 July 30, 2014. Attachment 3.04

- 3.05 Motion to accept a donation from Lowe's of labor and materials approximately valued at \$1200 for improvements to the RMS interior courtyard amphitheater.
- 3.06 Motion to approve the following Integrated Preschool student contract for the 2014-2015 school year: Student ID Number: 828728.
- 3.07 Motion to approve, Life Skills Classroom, Change Order No. 3 in the amount of \$2,994.92 for additional countertop surface manufacture to accommodate plumbing located behind cabinets by Salazar & Associates.

EDUCATION/TECHNOLOGY

Adoption of 4.01 – 4.12, excluding 4.05 which was approved at the previous meeting on September 9th.

Motion: Mr. Goodwin

Second: Mr. Doran

Roll Call Vote: Carried -6 yes

- 4.01 Motion to accept the Superintendent's recommendation and approve Jemma Buccine Schraeder to observe at WHS and HBS for fall 2014 for 6-8 hours as part of her pre-service teaching studies at The College of St. Elizabeth.
- 4.02 Motion to accept the Superintendent's recommendation and approve Alyssa Young to observe for 4 hours in September 2014 at Three Bridges School in assorted special education programs as part of her required coursework at Centenary College.
- 4.03 Motion to accept the Superintendent's recommendation and approve for Danielle DePirri to complete her student teacher assignment with Donna Kwiatkowski-Belt and Jennifer Heller at Three Bridges School for the fall 2014 semester as part of her teacher preparation program at Rutgers University.
- 4.04 Motion to adopt Literacy curriculum for grades 1, 2 and 3. Attachment 4.04
- 4.05 Motion to amend the 2014-15 contract with Delaware Township originally approved on August 26, 2014 to an annual cost of \$43,193. (approved previously)
- 4.06 Motion to accept the Superintendent's recommendation and approve for Brooke Michalak to observe CST members at RMS for 6 hours during September as part of her graduate work in the Counseling Department at Seton Hall University.
- 4.07 Motion to approve Stuart Bradshaw of Houghton Mifflin Harcourt to provide Mathematics staff development training on the October 13, 2014 In-Service Day at a rate of \$2,800 per day (\$2,800 paid via NCLB funds 2014-2015).
- 4.08 Resolved to accept the Superintendent's recommendation to approve 2014-2015 NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance (SOA) for submission to the NJ Department of Education.
- 4.09 Motion to adopt curriculum for Math in Grades Kindergarten, 1, 2, 3,4 and Algebra 1. Attachment 4.10 – 4.10e
- 4.10 Approval to contract with fitness professionals, Denel Bingal, Charlotte Avallone, Chanchal Arora, and Shelby Zappia to provide professional training on the October 13th Inservice Day. Not to exceed \$75/each.

- 4.11 Motion to amend the approved Consultant List with Fees for the 2014-2015 school year to include:

Name	Discipline	Service	Fee
The Uncommon Thread	Behavioral Consultation	ABA Consultant/Teacher Behaviorist Parent Training BCBA Consultation Functional Behavioral Analysis (FBA)	\$50/hour \$75/hour \$90/hour \$100/hour \$1,600 per evaluation
Learning Tree Multilingual Evaluation and Consulting	Multilingual Child Study Team Evaluations	Psychological Assessment Educational Assessment Speech/Language Assessment	\$750 \$750 \$750

- 4.12 Motion to approve an additional field trip for the school year 2014-15

Trip	Location	School	Grade/Dept.
Norz Hill Farm	Hillsbough, NJ	RMS	Life Skills

PERSONNEL

Adoption of 5.01 – 5.17

Motion: Mr. Doran

Second: Mr. Panico

Roll Call Vote: 6 yes

Mrs. Filler and Mr. Livingston abstained 5.17

- 5.01 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teachers/Aides** paid at the applicable substitute rates, in the Readington

Matthew Carder	Heather Muscatell	April LaFlamme
Suzanne Patnaude	Cassandra Cangiano	Jemma Schraeder

Township
district,
pending

satisfactory completion of employment requirements.

- 5.02 Motion to affirm the Superintendent's recommendation to appoint the following instructional aides pending satisfactory completion of employment requirements and emergent hire, if needed:

NAME	POSITION	STEP	EFFECTIVE DATE
Dina Innocenti	Personal Aide – RMS 30-01-D3/axp (New Position-Full time)	\$ 17.03/hr, Step 6 NC 6.5 hrs/day (pending RTEA contract negotiations)	9/1/2014- 6/30/2015
Lauren Rittenhouse	Resource Instructional Aide – RMS 30-01-D3/axq (New Position-Part time)	\$17.68/hr, Step 1 C 4.25 hrs/day (pending RTEA contract negotiations)	9/1/2014- 6/30/2015
Coron Short	Resource Instructional Aide – RMS 30-01-D3/axo (New Position-Part time)	\$16.43/hr, Step 4 NC 4 hrs/day (pending RTEA contract negotiations)	9/1/2014- 6/30/2015
Jutta Glauber	Resource Instructional Aide – TBS 30-03-D3/awg (Part time-replacing Nicole Morelli)	\$16.43/hr, Step 4 NC (pending RTEA contract negotiations)	9/1/2014- 6/30/2015

- 5.03 Motion to accept the Superintendent's recommendation and approve the following teachers to participate in the 2014 Summer Teacher Academy Program.

Teacher	Session	Amount
Campuzano, Yolanda	Intermediate Google Drive	\$60.00
Biase, Tommasina	Big Ideas Math	\$60.00
Kalinich, Madeline	Fantastic Forms	\$50.00

- 5.04 Motion to accept the Superintendent's recommendation and approve the following Readington Middle School teachers as advisors for Homework Rooms for the 2014-2015 school year at a stipend rate of \$25.00 per hour:

Homework Room (AM)	Jose Fernandez Colleen Ogden Krista Volpe Substitute: Sherry Krial
Homework Room (PM)	Kristin Poroski

Kelly Parks Substitute: Sherry Krial

- 5.05 Motion to accept the Superintendent's recommendation and approve the following Readington Middle School teachers as advisors for Central Office Detention for the 2014-2015 school year at a stipend rate of \$30.00 per hour:

Central Office Detention	Colleen Ogden Lora Petersen Kristin Poroski Kathleen Ritter Substitute: Sherry Krial
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- 5.06 Motion to accept the following Resolution:

BE IT RESOLVED that the terms, stipulations and conditions as established in the Sidebar Agreement between the Readington Township Board of Education and the Readington Township Education Association, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Sidebar Agreement and any other documents necessary to effectuate same.

- 5.07 Motion to accept the following Resolution:

BE IT RESOLVED that the terms, stipulations and conditions as established in the Sidebar Agreement between the Readington Township Board of Education and the Readington Township Administrators' Association, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Sidebar Agreement and any other documents necessary to effectuate same.

- 5.08 Motion to accept the Superintendent's recommendation and affirm the appointment of a teacher (long term substitute) appointment pending satisfactory completion of employment requirements and emergent hire, if needed:

NAME	POSITION	RATE	EFFECTIVE DATES
Krupa Guruvayurappan	Long Term Replacement Teacher (replacing employee# 20-02-D2/aia - LOA)	BA, Step 1 Per Diem	9/1/2014- on or about 11/24/2014
Dorothy Calkin	Long Term Replacement Teacher (replacing employee# 20-01-D2/afm - LOA)	Substitute rate for the first 20 consecutive days/Step 1 per diem rate. Ba, Step 1 after that.	9/1/2014 – 11/21/14

- 5.09 Motion to accept the Superintendent's recommendation and approve Deborah Nazzaro, School Nurse, an additional 10 hours to complete fall sports physicals at her contractual rate.
- 5.10 Motion to increase the hours for Alex Tragno, instructional Aide (Resource Center), holding position #30-04-D3/axr, from 3.25 hours per day to 5 hours per day effective September 17, 2014, to address increased IEP needs.
- 5.11 Motion to accept the Superintendent's recommendation and approve chaperones for Readington Middle School events for the 2014-2015 school year. Attachment 5.11
- 5.12 Motion to accept the Superintendent's recommendation and approve special education chaperones for Readington Middle School clubs and sports for the 2014-2015 school year. Attachment 5.12
- 5.13 Motion to accept the Superintendent's recommendation to approve the following clubs/programs and appoint advisors for the 2014-2015 school year at Holland Brook School. Attachment 5.13
- 5.14 Motion to accept the Superintendent's recommendation and appoint Loren Hamblin as Head Custodian, 70-05-D5/aom, at RMS effective on or about October 10, 2014 at step 9, salary \$36,960 (prorated) + \$5,838 Head Custodian, pending RTEA negotiations.
- 5.15 Motion to accept the Superintendent's recommendation and appoint Nancy Hill as Cafeteria Aide at RMS effective on September 11, 2014 at \$12.31/hr Step 8, 3 hours/day.
- 5.16 Motion to accept the resignation of Barbara Dobozyński, Board of Education member, effective September 15, 2014, with thanks for her service to the school district.
- 5.17 Whereas 2014-15 merit goals for Superintendent Barbara Sargent have been submitted and accepted by County Superintendent of Schools, Gerald Vernotica, now therefore be it Resolved that the Board of Education approves the following goals:
 - 1. During the 2014-15 school year, the Superintendent will achieve an increase in the number of teachers who present or co-present professional development sessions in the Readington Township School District
 - 3.3% shall be applied for achievement of a 65% target for Fall and Spring.
 - 2.3% shall be applied for achievement of a 60% - 64% target for Fall and Spring.

2. Dr. Sargent will present a budget to the Board of Education in March 2015 that does not exceed a 2% growth cap and that maintains the depth, breadth, and quality of the educational and co-curricular programs.

A budget increase of 1.5% or lower shall earn a merit increase of 3.3%. A budget increase of between 1.6% and 1.9% shall earn a merit increase of 1%.

3. 88% of all students in grades K-6 will be reading at or above benchmark reading level, as measured by district running records.

3.3% shall be applied for achievement of a 90% or higher benchmark; 2.3% shall be applied for achievement of an 88.1% - 89.9% benchmark.

4. In the event that the Board of Education determines through their annual review of the Superintendent's goals and objectives that she has successfully completed each category as measured by a leadership rubric previously developed by the Board President and the Superintendent, the Superintendent shall earn a merit bonus of up to 2.5% of her base salary. The level of the merit bonus will be at the discretion of the Board of Education who will base their determination primarily on the % of goals fully achieved with outstanding performance.

5. All school principals will craft objectives related to critical May 2014 survey results, identifying "risk" items and underlying issues by late fall; a read-out of progress will occur in the spring. Completion of this shall earn a merit raise of 2.5%.

- 5.18 Motion to adopt the Superintendent's recommendation and appoint Clifford Ramsay, replacing Mark Lalumia, as Teacher/Music, 20-01-D2/agy, at RMS effective 10/6/2014 at BA Step 1 \$52,390.00 (prorated), pending RTEA negotiations

COMMUNICATIONS

Mr. Doran provided a report on the September 17th meeting.

Adoption 6.01 – 6.02

Motion: Mr. Doran

Second: Mr. Panico

Roll Call Vote: Carried – 6 yes

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

Bylaw 0141 – Board Member Number and Term
Bylaw 0143 – Board Member Election and Appointment
Policy 3230 – Outside Activities (Teaching Staff Members)
Policy 3240 – Professional Development for Teachers and School Leaders
Policy 4230 - Outside Activities (Support Staff)

Policy 4440 – Travel Expenses

- 6.02 Motion to accept the Superintendents recommendation to approve first reading of the following policies:

Policy and Regulation 5200 – Attendance
Policy and Regulation 5610 – Suspension
Policy and Regulation 5611 – Removal of Students for Firearms Offenses
Policy and Regulation 5612 – Assaults on District Board of Education Members or Employees
Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses
Policy 5620 – Expulsion
Policy and Regulation 8462 – Reporting Potentially Missing or Abused Children

UNFINISHED BUSINESS

October 28th meeting will occur at the same time as NJSBA conference. The October 14th meeting will be changed to an action meeting and the October 28th meeting will be cancelled due to lack of quorum.

President Livingston requested that committee chairs prepare objectives for board goals prepared by the November 11th board meeting.

NEW BUSINESS FROM BOARD/PUBLIC

NJSBA Delegates Assembly scheduled for November 15th.

Several members attended the Hunterdon County SBA meeting on September 16th which covered a report from the state's special education task force.

Mr. Goodwin reported out on the Garden State Coalition of Schools.

COMMENTS FROM THE PUBLIC

Sarah Dearstyne thanked Mrs. Fielo for her comments and thanked the supervisors for the summer academy programs.

She also thanks staff and support members for a successful start to the school year.

ANNOUNCEMENTS FROM THE PRESIDENT

President Livingston pointed out several articles of interest in the latest publication of NJSBA School Leader.

Motion to Adjourn at 9:42 p.m.

Motion: Mrs. Filler

Second: Mr. Panico

Vote: Carried – 6 yes

Respectfully submitted by,

Steffi-Jo DeCasas
School Business Administrator/Board Secretary