

FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
REGULAR MEETING
November 28, 2016
MINUTES

The Regular Meeting of the Flemington-Raritan Regional Board of Education was called to order in conformance with the "Sunshine Law" by the Board President at 7:04 p.m. in Room B132 at the J.P. Case Middle School.

Members Present

Jessica Abbott Dennis Copeland
Tim Bart Bruce Davidson
Sandra Borucki Anna Fallon

Members Absent

Marianne Kenny
Laurie Markowski
Michael Stager

SUPERINTENDENTS REPORT

Dr. Caulfield shared that the new districts Treasurer is Mr. Ray Krov. She explained the positions responsibilities. She welcomed Mr. Krov. Dr. Caulfield then introduced Paul Freda, Auditor, Suplee, Clooney & Company to present the Annual Financial Report. Mr. Freda reviewed the audit report for June 30, 2016. He shared the items reviewed. He spent three weeks in the district to conduct the review. The District did not receive any recommendations. He stated the excess surplus is \$2.3 million which has increased by \$1 million. This increase is attributed to an increase in extraordinary aid and excess money at the end of June 30th as well as a transportation refund. Ms. Voorhees commended the Business Office staff and school staff. Dr. Copeland thanked Ms. Voorhees's and the Business Office for their efforts. He noted this is a great achievement for such a large budget.

CITIZENS ADDRESS THE BOARD

None

On the motion of Mr. Davidson, seconded by Ms. Borucki, minutes of the Regular Meeting on November 14, 2016 were approved viva voce.

REPORTS OF THE SECRETARY AND TREASURER OF SCHOOL MONIES

The Superintendent of Schools recommends that the Board of Education accept the monthly financial reports of the School Business Administrator/Board Secretary and the Treasurer of School Monies for the month of September 2016 further certifies that no major account or fund has been over expended in violation of 6A: 23-2.11(b), and that sufficient funds are available to meet the district's known financial obligations for the remainder of the fiscal year 2016-2017.

The School Business Administrator/Board Secretary certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of 6A:23-2.11(a), as of September 30, 2016. As of these dates, sufficient funds are available to meet the district's known financial obligations for the remainder of school year 2016-2017.

On the motion of Mr. Bart, seconded by Mr. Davidson, approval was given to accept the Reports of the Secretary and Treasurer of School Monies for the month of September 2016.

Aye: Ms. Abbott Dr. Copeland Nay: 0 Abstain: 0
 Mr. Bart Mr. Davidson
 Ms. Borucki Ms. Fallon

PERSONNEL

The next meeting will be December 13, 2016.

THE SUPERINTENDENT OF SCHOOLS RECOMMENDS THE FOLLOWING RESOLUTIONS FOR APPROVAL:

All Personnel items were approved under one motion made by Dr. Copeland, seconded by Mr. Bart.

1. Approval was given to employ the following staff member for the 2016-2017 school year. Fingerprinting and health exam required.

Item	Last Name	First Name	Position/Loc.	Effective Date	Salary/Degree/Step	Certification/College
1.	Apgar	Sarah	Autism/RFIS	December 7, 2016	\$50,860 (prorated) BA/Step1	Provisional Elementary K-6/Centenary College

2. Approval was given to accept the resignation of Diana Burge, Learning Disabilities Teacher-Consultant, Special Services, effective January 15, 2017.

3. Approval was given to amend the motion of November 14, 2016 as follows:

to confirm the following staff members to take a medical leave as follows:

Item	Last Name	First Name	Loc.	Grade	Leave	Anticipated Date(s)
1.	Bland	Daniel	CO	Assistant Superintendent	Medical Leave	October 25, 2016 - November 28, 2016

to read:

Item	Last Name	First Name	Loc.	Position	Leave	Anticipated Date(s)
1.	Bland	Daniel	CO	Assistant Superintendent	Medical Leave	October 25, 2016 - December 23, 2016

4. Approval was given for the following staff member to take a medical leave as follows:

Item	Last Name	First Name	Loc.	Position	Leave	Anticipated Date(s)
1.	Vitelli	Nicholas	BS	PE & Health	Medical Leave	January 9, 2017 - April 7, 2017

5. Approval was given to confirm the following staff member to take a medical leave as follows:

Item	Last Name	First Name	Loc.	Position	Leave	Anticipated Date(s)
1.	Collins	Dana	CO	Supervisor of Math & Science	Medical Leave	November 17, 2016 - January 10, 2017

6. Approval was given to employ the following leave replacement for the 2016-2017 school year. Fingerprinting and health exam required.

Item	Last Name	First Name	Position/Replacing/Loc.	Effective Dates	Salary/Degree/Step	Certification/College
1.	Collins	Gina	Guidance Counselor/ Cynthia Povall/BS	November 29, 2016 - December 23, 2016	Sub Per Diem Pay	Student Personnel Services/The College of New Jersey

7. Approval was given for the following staff member to take a maternity leave as follows:

Item	Last Name	First Name	Loc.	Position	Leave	Anticipated Date(s)
1.	Veneziano	Kimberly	CH	Resource Center	Disability Leave	February 6, 2017 - March 21, 2017
					FMLA/NJ Paid	March 22, 2017 - June 9, 2017
					Unpaid Leave	June 12, 2017 - June 30, 2017

Non-Certified

- 8. Approval was given to confirm the resignation of Kay Hayes, Treasurer of School Monies, Central Office, effective November 16, 2016.
- 9. Approval was given to confirm the appointment of Raymond Krov as Treasurer of School Monies, Central Office, effective November 18, 2016 for the 2016-2017 school year.
- 10. Approval was given to accept the resignation of Gina Nobile-Liskowacki, Personnel Coordinator, Central Office, effective November 30, 2016.

All Staff – Additional Compensation

- 11. Approval was given to appoint the following mentor for the 2016-2017 school year.

Item	Mentor	Mentor’s Location	Novice Teacher	Stipend
1.	Carol Hecky	RFIS	Sarah Apgar	\$181.50

- 12. Approval was given to employ the following staff members for additional compensation during the 2016-2017 school year.

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate/Stipend
1.	Sheenan	Megan	RFIS	Winter School Pride Club	7.5	\$30.62/hr.
2.	Ibach	Benjamin	RFIS	CPR/AED/First Aid-ERT	6	\$33.78/hr.

SUBSTITUTES

- 13. Approval was given to employ the following applicants as Substitutes for the 2016–2017 school year pending fingerprinting:

Item	Last Name	First Name
1.	Brady	Lauren
2.	Perone	Kaitlyn

Field Placements

- 14. Approval was given for the following student teacher placement for the 2016-2017 school year, pending fingerprinting:

Item	Candidate/College/Univ.	Cooperating Teacher	Location/Position	Dates
1.	Sarah Clooney/TCNJ	Lori Koehler	RFIS/Grade 6 Math	1/23/17- 5/5/17

- 15. Approval was given for Leigh Ann Koch, student at Rutgers University, to complete her field practicum with Kathleen Kolvites, School Nurse at Barley Sheaf School, for a maximum of 75 hours from January 17, 2017 through May 10, 2017.

Aye: Ms. Abbott Dr. Copeland Nay: 0 Abstain: 0
Mr. Bart Mr. Davidson
Ms. Borucki Ms. Fallon

CURRICULUM, PROFESSIONAL DEVELOPMENT, ASSESSMENT, TECHNOLOGY, AND GRANTS

The next meeting will be December 7, 2016.

All Curriculum items were approved under one motion made by Mr. Davidson, seconded by Mr. Bart.

1. Approval was given to accept the following curriculum, professional development, and/or technology-related donations for the 2016-2017 school year.

Item	Donation	Value	Location	Funding Source
1.	Jack Branagan’s Earth Matters – Vanishing Habitats Assembly	\$795	RH	Flemington Clean Communities
2.	Rhythms Around the World Assembly	\$915	BS	PTO
3.	New Kid Assembly	\$1,460	BS	PTO
4.	Hip Hop Fundamentals Assembly	\$1,100	BS	PTO
5.	Dancing with Honeybees Assembly	\$1,100	BS	PTO
6.	Eyes of the Wild – Mammal Mania Assembly	\$295	BS	PTO

2. Approval was given of the following travel expenditures for staff members or their designated alternate to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member’s current responsibilities and professional development plans.

Item	Last Name	First Name	Workshop/Conference	Dates	Includes (see below)	Max. Amount
1.	Albanese	Heather	Yoga and Mindfulness in the Classroom, Princeton, NJ	December 6, 2016	R,O	\$260
2.	Cascio	Leigh Anne	26 th Annual NJAGC Conference, West Windsor, NJ	March 17, 2017	R,O,M	\$205
3.	Custy	Mary Jane	26 th Annual NJAGC Conference, West Windsor, NJ	March 17, 2017	R,O,M	\$205
4.	Fisher	Michele	26 th Annual NJAGC Conference, West Windsor, NJ	March 17, 2017	R,O,M	\$205
5.	Miller	Jeffrey	26 th Annual NJAGC Conference, West Windsor, NJ	March 17, 2017	R,O,M	\$205
6.	Vita	Matthew	26 th Annual NJAGC Conference, West Windsor, NJ	March 17, 2017	R,O,M	\$205
7.	Yoos	Dorothy	26 th Annual NJAGC Conference, West Windsor, NJ	March 17, 2017	R,O,M	\$205
R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other						

Aye: Ms. Abbott **Dr. Copeland** **Nay:** 0 **Abstain:** 0
 Mr. Bart **Mr. Davidson**
 Ms. Borucki **Ms. Fallon**

FACILITIES/OPERATIONS

The next meeting is TBD.

The Facilities/Operations item was approved under one motion made by Ms. Borucki, seconded by Mr. Davidson.

1. Approval was given to authorize the Business Administrator/Board Secretary to advertise and accept bids for a partial roof replacement at the Reading-Fleming Intermediate School.
2. Approval was given to authorize the services of DIGroup Architecture, LLC for the partial roof replacement at the Reading-Fleming Intermediate School at a cost of \$28,500.00.
3. Approval was given to authorize the Business Administrator/Board Secretary to advertise and accept bids to replace the Main Office HVAC unit at the Reading-Fleming Intermediate School.
4. Approval was given to authorize the services of DIGroup Architecture, LLC to replace the Main Office HVAC unit at the Reading-Fleming Intermediate School for a cost of \$4,500.00.

5. Approval was given to authorize the services of DLB Associates Consulting Engineers to replace the Main Office HVAC unit for a cost of \$10,500.00
6. Approval was given to submit the partial roof replacement at the Reading-Fleming Intermediate School and the HVAC unit replacement at the Reading-Fleming Intermediate School to the State as "Other Capital" Projects. The Long Range Facilities Plan will also be amended to include these projects.
7. Approval was given to dispose of a broken trampoline from the Copper Hill School that is not repairable or required for trade-in during the 2016-2017 school year.
8. Approval was given to accept the following donations for the 2016-2017 school year:

Item	Donation	School	Donor	Amount
1.	Two pieces of playground equipment/installation	CH	PTO	\$11,970
2.	Seal coating/line striping games on kindergarten blacktop	RH	PTO	\$ 2,700

Aye: Ms. Abbott Dr. Copeland **Nay:** 0 **Abstain:** 0
 Mr. Bart Mr. Davidson
 Ms. Borucki Ms. Fallon

TRANSPORTATION

The next meeting will be December 14, 2016.

FINANCE

The next meeting is TBD.

The Finance item was approved under one motion made by Dr. Copeland, seconded by Mr. Davidson.

1. Approval was given of the attached transfer list from October 18, 2016 to November 18, 2016.
2. Approval was given of the attached bill list for the month of November totaling \$3,083,973.67.
3. Approval was given to accept the attached Comprehensive Annual Financial Report of the Flemington-Raritan Regional School District for the fiscal year July 1, 2015 to June 30, 2016, as prepared by Suplee, Clooney & Co. of Westfield, New Jersey without any recommendations.
4. Approval was given to authorize the revised list of employees to have signature authority for the 2016-2017 school year, as attached.
5. Approval was given of the Investors Bank resolutions, as attached.
6. Approval was given to cancel the following outstanding payroll checks:

DATE	CHECK #	AMOUNT
04/15/15	49881	130.09
06/30/15	50812	429.92
06/30/15	50813	1,191.61
06/30/15	50913	1,730.13
06/30/15	51135	31.44
06/30/15	51136	73.37
06/30/15	51264	0.66
11/13/15	52086	69.54
12/23/15	52309	1,902.97

Aye: Ms. Abbott **Dr. Copeland** **Nay: 0** **Abstain: 0**
 Mr. Bart **Mr. Davidson**
 Ms. Borucki **Ms. Fallon**

POLICY DEVELOPMENT

The next meeting will be November 29, 2016.

SPECIAL SERVICES

The next will be December 8, 2016.

All Special Services items were approved under one motion made by Mr. Davidson, seconded by Ms. Borucki.

1. Approval was given for the following Teacher Assistants, contracted through the Hunterdon County ESC, to work additional hours in the District at the contracted rate of \$25.30 per hour, on the following dates:

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Dates
1.	Schultz	Bryan	RFIS	Teacher Assistant for after-school activities	50	Monday, Wednesday & Thursday, January – June 2017
2.	Sayani	Kanwal	RFIS	Teacher Assistant for after-school activities	50	Monday, Wednesday & Thursday, January – June 2017

2. Approval was given to contract with Mountain Lakes Board of Education, to provide student #3478914627 with one hour per week of Itinerant Teacher of the Deaf services during the 2016-2017 school year at a maximum cost of \$4,500.
3. Approval was given for Alexander Road Associates to conduct student evaluations during the 2016-2017 school year at a maximum cost of \$800 per evaluation.

Aye: Ms. Abbott **Dr. Copeland** **Nay: 0** **Abstain: 0**
 Mr. Bart **Mr. Davidson**
 Ms. Borucki **Ms. Fallon**

MISCELLENEOUS

The Miscellaneous/Action item was approved under one motion made by Dr. Copeland, seconded by Mr. Davidson.

Action Item

1. Approval was given for the New Jersey School Boards Association to conduct Strategic Planning services during the 2016-2017 school year for the Flemington-Raritan School District at a cost not to exceed \$6,500.

Dr. Copeland explained the next steps in the process. He noted Ms. Gwen Thornton from the New Jersey School Boards Association will be at the December 12th meeting to present a plan.

Aye: Ms. Abbott **Dr. Copeland** **Nay: 0** **Abstain: 0**
 Mr. Bart **Mr. Davidson**
 Ms. Borucki **Ms. Fallon**

CORRESPONDENCE

Mr. Davidson stated he received a thank you note from a staff member.

OLD BUSINESS

None

NEW BUSINESS

Dr. Copeland thanked Mr. Davidson for his time on the Board and noted his efforts with the security improvements.

CITIZENS ADDRESS THE BOARD

None

On the motion of Ms. Borucki, seconded by Mr. Davidson, the meeting was adjourned at 7:22 p.m. viva voce.

Respectfully Submitted,

Stephanie Voorhees
Business Administrator/Board Secretary

2016 Board Meeting

December 12

2017 Board Meeting

January 3 Reorganization of the Board & 23

February 13 & 27

March 13 & 27

April 24

May 8 Reorganization of the District & 30

June 12 & 26

July 24

August 21

September 11 & 25

October 9 & 23

November 13 & 27

December 11