

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION  
REGULAR MEETING  
July 24, 2013  
MINUTES**

The regular session of the Flemington-Raritan Regional Board of Education was called to order in conformance with the "Sunshine Law" by the Board President at 6:14 p.m. in the Auditorium at the J.P. Case Middle School.

**Members Present**

Robin Behn  
Bruce Davidson  
Laurie Markowski  
Doris McGivney  
Patrick Larmore

**Members Absent**

Dennis Copeland  
Anna Fallon  
Marianne Kenny  
Justine Levine

On the motion of Ms. Behn, seconded by Mr. Davidson, minutes of the Executive Sessions 1 & 2 on June 17, 2013\* were approved viva voce.

**\*Ms. McGivney abstained.**

On the motion of Mr. Davidson, seconded by Ms. Markowski, minutes of the Regular meetings on June 17th & July 8th, 2013 were approved viva voce.

**SUPERINTENDENT’S REPORT**

Mr. Nolan presented the HIB Self-Assessment Results, as attached.

**CITIZENS ADDRESSED THE BOARD**

None

**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 May 2013 and 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 2012-2013.

I, Stephanie Voorhees, 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 May 31, 2013. As of these dates, sufficient funds are available to meet the district’s known financial obligations for the remainder of school year 2012-2013.

On the motion of Mr. Davidson, seconded by Ms. Behn, approval was given to accept the Reports of the Secretary and Treasurer of School Monies for the month of May 2013:

Aye: Ms. Behn Ms. McGivney  
Mr. Davidson Mr. Larmore  
Ms. Markowski  
Nay: Abstain: 0

**PERSONNEL**

The next meeting is yet to be determined.

**THE SUPERINTENDENT OF SCHOOLS RECOMMENDS THE FOLLOWING RESOLUTIONS FOR APPROVAL:**

Certified Staff – Appointments, Resignations and Leaves of Absence

**All Personnel items were approved under one motion made by Ms. Markowski, seconded by Ms. McGivney.**

1. Approval was given of the Superintendent’s Merit Goal for the 2013-2014 school year, as attached.
2. Approval was given of the Board of Education’s, Districts and Principals’ Goals for the 2013-2014 school year, as attached.
3. Approval was given to employ David Waxman, 10-month Vice-Principal at Reading-Fleming Intermediate School, effective September 1, 2013. Salary to be \$83,000. Fingerprinting and health exam required.
4. Approval was given of the revised job description for the Anti-Bullying Coordinator, as attached.
5. Approval was given to appoint the following staff member for the 2013-2014 school year as follows:

Item	Last Name	First Name	Position/Location	Appointment
a.	O’Brien	Megan	School Counselor/JPC	Anti-Bullying Specialist

6. Approval was given to amend the motion of February 25, 2013:

for the following staff members to take a maternity leave as follows:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Ritter	Jamie	CH	Gr. 1	Disability Leave	June 10, 2013-June 28, 2013
					Family Leave/NJ Paid	September 3, 2013-November 4, 2013

to read:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Ritter	Jamie	CH	Gr. 1	Disability Leave	June 10, 2013-June 28, 2013
					Family Leave/NJ Paid	September 3, 2013- <b>November 3, 2013</b>

7. Approval was given to employ the following maternity leave replacements. These candidates will be highly-qualified for these positions. Fingerprinting and health exam required.

Item	Last Name	First Name	Position/Replacing/ Loc	Dates	Salary/Degree/Step	Certification/College
a.	Timpson	Stacy	Support Skills-.5/ Erin McNamara/CH	September 3, 2013- October 1, 2013	Per Diem Sub Pay	Elementary School Teacher, CE-Students With Disabilities/Long Island University
				October 2, 2013- January 4, 2014	\$25,985 prorated/ MA/5	
b.	Burkhardt	Kristen	Grade 6 Science/ Jennifer Pavuk	September 3, 2013- October 1, 2013	Per Diem Sub Pay	Teacher of Biological Science/Kean University
				October 2, 2013- November 3, 2013	\$48,770 prorated/ BA/1	

8. Approval was given to amend the motion of July 8, 2013:

to transfer the following staff member for the 2013-2014 school year:

Item	Last Name	First Name	From/Location	To/Location
c.	Kassick	Joseph	1.0 Reading Recovery Teacher Leader/BS & CH	1.0 Reading Recovery Teacher Leader/RH

to read:

Item	Last Name	First Name	From/Location	To/Location
c.	Kassick	Joseph	1.0 Reading Recovery Teacher Leader/BS & CH	1.0 Reading Recovery Teacher Leader/CH &RH

9. Approval was given for Jennifer **Pavuk**, Grade 6 Science Teacher at Reading-Fleming Intermediate School, to take an unpaid family medical leave (FMLA) from September 25, 2013-November 1, 2013.

10. Approval was given to amend the motion of June 17, 2013:

to appoint the following mentor for the 2013-2014 school year. Stipend to be \$550 mentoring per year, prorated as needed.

Item	Mentor	Mentor's Location	Novice Teacher
a.	Christopher Truncale	Barley Sheaf	Martin Hernandez

to read:

Item	Mentor	Mentor's Location	Novice Teacher
a.	Christopher Truncale	Barley Sheaf	<b>Danielle Martini</b>

**Non-Certified Staff – Appointments, Resignations & Leaves of Absence**

11. Approval was given to accept the resignation of Analuiza **Headley**, Cafeteria Aide at Francis A. Desmares School, effective July 8, 2013.

**All Staff – Additional Compensation**

12. Approval was given to employ the following staff members for additional compensation during the 2013-2014 school year:

Item	Last Name	First Name	Location	Purpose	Max. # of Hours	Rate/Stipend
a.	Benedetti	Anthony	CH	Bus Duty .5 hours per day	N/A	\$21.12/ per hr
b.	Mandell	Judith	CH	Bus Duty .5 hours per day	N/A	\$21.12/ per hr
c.	Loreti	Regina	CH	Kindergarten Orientation	3/hrs.	Hourly
d.	Royer	Leslie	CH	Kindergarten Orientation	3/hrs.	Hourly
e.	Dysart	Michelle	CH	Kindergarten Orientation	2/hrs.	Hourly
f.	Cohn	Michelle	CH	Kindergarten Orientation	2/hrs.	Hourly
g.	Griffith	Deborah	CH	Kindergarten Orientation	2/hrs.	Hourly
h.	Cherill	Ashley	JPC	CPR/AED/First Aid-Coach	6/hrs.	\$33.78
i.	Hrabovecky	Gloria	JPC	CPR/AED/First Aid-Coach	6/hrs.	\$33.78
j.	Waxman	David	RFIS	Summer Hours	20/hrs	Hourly
k.	Petersen	Christine	RH	Kindergarten Orientation	1/hr.	Hourly
l.	Rainey	Elizabeth	RH	Kindergarten Orientation	2/hrs.	Hourly
m.	Van Saun	Katherine	RH	Kindergarten Orientation	1/hrs.	Hourly

**Substitutes**

13. Approval was given to employ the following applicants as Substitutes for the 2013-2014 school year pending fingerprinting:

Item	Last Name	First Name	Position(s)	Certification(s)
a.	Abel	Mary Frances	Teacher, Teacher Assistant	Standard-Teacher of the Handicapped
b.	Headley	Analuzia	Teacher, Teacher Assistant	Substitute Certificate
c.	Gohil	Neha	Teacher, Teacher Assistant	Substitute Certificate

d.	Roethke	Melinda	Secretary	Substitute Certificate
e.	Greenbaum	Amy	Teacher, Teacher Assistant	Standard-Elementary School Teacher
f.	Parisi	Emily	Teacher, Teacher Assistant, Library Clerk, Cafeteria Aide, Secretary	Substitute Certificate

**Field Placements**

14. Approval was given for the following students to observe classes during the 2013-2014 school year:

Item	Last Name	First Name	From	Location
a.	Sirusas	John	Raritan Valley Community College	Copper Hill

**Professional Development/Travel**

15. 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 the district’s professional development plan.

Item	Last Name	First Name	Workshop/Conference	Dates	Includes (See Below)	Max. Amt.
a.	Hutto	Becky	Responsive Classroom Leadership Conference, Cambridge, MA	November 18-19, 2013	R	\$445
b.	Skiba	Jennifer	Orton-Gillingham Training Addressing Core National Standards, Secaucus, NJ	August 12-16, 2013	R, M, O	\$1185
c.	Godby	Kaitlin	Orton-Gillingham Training Addressing Core National Standards, Secaucus, NJ	August 12-16, 2013	R, M, O	\$1185
<b>R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other</b>						

16. Approval was given to amend the motion of July 8, 2013:

to transfer the following staff member(s) for the 2013-2014 school year:

Item	Last Name	First Name	From/Location	To/Location
d.	Mason	Erin	1.0 Support Skills/Copper Hill	1.0 Stretch Teacher Leave Replacement/CH (September 3, 2013-January 4, 2014)

to read:

Item	Last Name	First Name	From/Location	To/Location
d.	Mason	Erin	1.0 Support Skills/Copper Hill	<b>1.0 Stretch Teacher/CH</b> (September 3, 2013-January 4, 2014)

17. Approval was given to transfer the following staff member for the 2013-2014 school year:

Item	Last Name	First Name	From/Location	To/Location
a.	McNamara	Erin	1.0 Stretch/Copper Hill	1.0 Support Skills/CH (September 3, 2013-January 4, 2014)

Mr. Nolan welcomed Mr. Waxman.

Aye: Ms. Behn            Ms. McGivney            Nay: 0            Abstain: 0  
 Mr. Davidson        Mr. Larmore  
 Ms. Markowski

CURRICULUM

The next meeting is yet to be determined.

FACILITIES/OPERATIONS

The next meeting is yet to be determined.

**All Facilities/Operations items were approved under one motion made by Ms. Behn, seconded by Ms. Markowski.**

Ms. Voorhees explained the ROD Grant and placing the Flemington-Raritan School District in the position to receive Funding.

1. Approval was given of the following Resolution:

**WHEREAS**, the Flemington-Raritan Regional School District Board of Education (the “Board”), a regular operating public school district in the State of New Jersey has identified certain anticipated capital improvement projects (the “Projects”) for which it wishes to seek the approval of the New Jersey Department of Education (“DOE”); and

**WHEREAS**, the anticipated Projects identified by the Board are as follows:

- a. Reading Fleming Intermediate School (Level 1):**
  - i. Roof Replacement at the Upper and Lower Gymnasiums
  - ii. Lower Gymnasium Heating Unit Replacement
  - iii. Security Upgrades
  - iv. Replace Board Office HVAC
  
- b. Reading Fleming Intermediate School (Level 2):**
  - i. Replace Lower Gymnasium Floor System
  - ii. Site Improvements (Sidewalk, Curbing and Lot Paving Upgrades)
  
- c. Barley Sheaf Elementary School (Level 1):**
  - i. Fire Alarm System Replacement
  - ii. Security Upgrades

- d. Barley Sheaf Elementary School (Level 2):**
  - i. Site Improvements (Sidewalk, Curbing and Lot Paving Upgrades)
  
- e. Robert Hunter Elementary School (Level 1):**
  - i. Security Upgrades
  
- f. Robert Hunter Elementary School (Level 2):**
  - i. Site Improvements (Sidewalk, Curbing and Lot Paving Upgrades)
  
- g. Francis A. Desmares Elementary School (Level 1):**
  - i. Security Upgrades
  
- h. Francis A. Desmares Elementary School (Level 2):**
  - i. Floor Repairs to the Cafeteria and Lobby Space
  
- i. Copper Hill Elementary School (Level 1):**
  - i. Gymnasium HVAC Unit Replacement
  - ii. Security Upgrades
  - iii. Site Improvements – drainage improvements
  
- j. Copper Hill Elementary School (Level 2):**
  - i. Floor Repairs to the Cafeteria and Lobby Space
  
- k. J.P. Case Middle School (Level 1):**
  - i. Security Upgrades
  - ii. Site Improvements – drainage improvements

**WHEREAS**,the Board, through its architect DiGroupArchitecture, LLC (the “Architect”), intends to submit a separate application for each Project to the DOE for approval; and

**WHEREAS**,in connection with the anticipated Projects, the Board has prepared an Amendment to its Long Range Facilities Plan (the “Plan”) to include each Project; and

**WHEREAS**,the Board, through the Architect, intends to submit the Amendment to the Plan to the DOE for approval; and

**WHEREAS**,the Board intends to request allocation of IV R.O.D. Grant funds in connection with the Projects.

**NOW THEREFORE, BE IT RESOLVED** by the Board as follows:

Section 1. The Board hereby authorizes the Architect to submit to the DOE for approval an application for each Project.

Section 2. The Board hereby authorizes the Architect to submit to the DOE for approval the Amendment to the Plan incorporating the Projects.

Section 3. The Board hereby authorizes the School Business Administrator/Board Secretary, in conjunction with the Architect, to request allocation of the IV R.O.D. Grant funds in connection with the Projects at a fee of \$19,250 plus reimbursable expenses, during the 2013-2014 school year.

Aye: Ms. Behn Ms. McGivney Nay: 0 Abstain: 0  
Mr. Davidson Mr. Larmore  
Ms. Markowski

TRANSPORTATION

The next meeting will be August 14, 2013.

FINANCE

The next meeting is yet to be determined.

**All Finance items were approved under one motion made by Mr. Davidson, seconded by Ms. McGivney.**

1. Approval was given of the attached transfer list from June 12, 2013 to June 30, 2013.
2. Approval was given of the attached transfer list from July 1, 2013 to July 15, 2013.
3. Approval was given of the attached bill list for the month of June totaling \$1,647,630.81.
4. Approval was given of the attached bill list for the month of July totaling \$969,829.39.

Aye: Ms. Behn Ms. McGivney Nay: 0 Abstain: 0  
Mr. Davidson Mr. Larmore  
Ms. Markowski

COUNTY SCHOOL BOARDS ASSOCIATION

Mr. Markowski noted the Executive Meeting took place to craft the 2013-2014 schedule. They discussed school safety and technology.

NEW JERSEY SCHOOL BOARDS ASSOCIATION/LEGISLATIVE ADVISOR

The next meeting is yet to be determined.

POLICY

The next meeting is yet to be determined.

**The Policy items were approved under one motion made by Ms. McGivney, seconded by Mr. Davidson.**

1. Approval was given of a 2<sup>nd</sup> reading and adoption of the following new policies, as attached:

- 7522 School District Provided Technology Devices to Staff Members (Policy)
- 7523 School District Provided Technology Devices to Pupils (Policy)

2. Approval was given to adopt the following revised regulation, as attached.

- 7510.1 Classification & Facility Use Fee Schedule

Aye: Ms. Behn Ms. McGivney Nay: 0 Abstain: 0  
Mr. Davidson Mr. Larmore  
Ms. Markowski

MISCELLANEOUS

All Miscellaneous items were approved under one motion made by Mr. Davidson, seconded by Ms. McGivney.

1. Approval to accept settlement for student #3050047391, as attached\*.  
**\*item #1 was tabled.**
2. Approval was given for Lakeview School to provide nursing services for student #8861684276 during the 2013-2014 school year at a cost of \$24,024.
3. Approval was given for Douglass Developmental Disabilities Center to conduct student evaluations during the 2013-2014 school year at a rate not to exceed \$3,000 per evaluation.
4. Approval was given of the following revised district manuals for the 2013-2014 school year, as attached:
  - a. Crisis Communication
  - b. Crisis Response Handbook
  - c. Traumatic Loss Handbook
5. Approval was given to accept the Harassment, Intimidation & Bullying Self-Assessment Scores for each of the six schools in the Flemington Raritan Regional School District and for the Superintendent to submit the Statement of Assurances and data to the New Jersey Department of Education (NJDOE), as attached\*.  
**\*Ms. Behn voted no to item #5.**
6. Approval was given to authorize the procurement of goods and services through the attached revised list of state contract vendors for the 2013-2014 school year.
7. Approval was given to contract with CRS Advanced Technology (Subfinder) as our service provider for substitute employees for the 2013-2014 school year at an annual cost \$6,311.10.
8. Approval was given to amend the motion of July 8, 2013\*:

of the following classrooms for Dual Use and Toilet Use for the 2013-2014 school year:

School	Room #	Uses
Barley Sheaf	4	Toilet Use for K Classroom
Francis A. Desmares	5	ESL & Student Support
Francis A. Desmares	8	Reading Recovery & Reading Support
Francis A. Desmares	27	2 Student Support
Robert Hunter	100	Reading Recovery & Student Support
Robert Hunter	113	2 Student Support
Robert Hunter	115	2 Resource Center
Robert Hunter	119	Resource Center & OT/PT
Robert Hunter	121	2 Resource Center
Robert Hunter	127	Resource Center & Student Support
Robert Hunter	136	G&T Math & Stretch Programs
Reading-Fleming	24	2 Student Support
Reading-Fleming	103	Multiple Disabled & Speech

to read:

of the following classrooms for Dual Use and Toilet Use for the 2013-2014 school year:

School	Room #	Uses
Barley Sheaf	4	Toilet Use for K Classroom
Francis A. Desmares	5	ESL & Student Support
Francis A. Desmares	8	Reading Recovery & Reading Support



Francis A. Desmares	27	2 Student Support
Robert Hunter	100	Reading Recovery & Student Support
Robert Hunter	113	2 Student Support
Robert Hunter	115	2 Resource Center
Robert Hunter	119	Resource Center & OT/PT
Robert Hunter	127	Resource Center & Student Support
Robert Hunter	136	G&T Math & Stretch Programs
Reading-Fleming	24	2 Student Support
Reading-Fleming	103	Multiple Disabled & Speech

The following room was removed:

Robert Hunter	121	2 Resource Center
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**\*Ms. Behn abstained from item #8.**

Aye: Ms. Behn      Ms. McGivney      Nay: **Ms. Behn #5**      Abstain: **Ms. Behn #8**  
 Mr. Davidson      Mr. Larmore  
 Ms. Markowski

CORRESPONDENCE

None

OLD BUSINESS

Ms. Markowski noted that there were no legislative issues at this time. She reminded the Board of the October Convention. Please let Ms. Voorhees know if you are planning to attend.

NEW BUSINESS

Mr. Nolan noted he will be attending the Borough Security Meeting tonight.

CITIZENS ADDRESS THE BOARD

None

ADJOURN

On the motion of Ms. McGivney, seconded by Ms. Behn, the meeting was adjourned at 6:35 p.m. viva voce.

Respectfully Submitted,

Stephanie Voorhees  
 Business Administrator/Board Secretary

Upcoming Board Meetings

- August 26
- September 9
- September 23
- October 7
- October 21
- November 4
- November 18
- December 2
- December 16