

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
REORGANIZATION/REGULAR MEETING
May 2, 2011
MINUTES**

The regular session of the Flemington-Raritan Regional Board of Education was called to order in conformance with the "Sunshine Law" by Patrick Larmore at 7:06 p.m. in the Media Center of the Copper Hill School, 100 Everitts Road, Ringoes, NJ.

The 2011-2012 Election results were reviewed as attached.

The oath of office was administered to Robin Behn and Linda Mastellone by Stephanie Hope, Business Administrator/Board Secretary.

Members Present

Robin Behn	Linda Mastellone
Dennis Copeland	Doris McGivney
Bruce Davidson	Joseph Zarish
Janine Foreman	Patrick Larmore

Members Absent

Michael Bonieski

Ms. Hope declared nominations open for President of the Flemington-Raritan Regional Board of Education for the 2010-2011 school year. Mr. Davidson nominated Mr. Larmore for President and the nomination was seconded by Ms. McGivney. No other nominations were received. Nominations were then closed.

On motion of Ms. McGivney, seconded by Mr. Davidson, Mr. Larmore was nominated for President.

Aye: Ms. Behn	Ms. Mastellone	Nay: 0	Abstain: Mr. Larmore
Dr. Copeland	Ms. McGivney		
Mr. Davidson	Mr. Zarish		
Ms. Foreman			

Mr. Larmore was elected President of the Board. The meeting was turned over to Mr. Larmore.

Mr. Larmore declared nominations open for Vice President of the Flemington-Raritan Regional Board of Education for the 2011-2012 school year. Ms. Foreman nominated Dr. Copeland for Vice President and the nomination was seconded by Mr. Davidson. No other nominations were received. Nominations were then closed.

On motion of Mr. Davidson, seconded by Ms. Foreman, Dr. Copeland was nominated for Vice President.

Aye: Ms. Behn	Ms. McGivney	Nay: 0	Abstain: Ms. Foreman
Dr. Copeland	Mr. Zarish		
Mr. Davidson	Mr. Larmore		
Ms. Mastellone			

All Reorganizational items X through L were approved under one motion made by Ms. McGivney, seconded by Ms. Foreman.

- X. Approval was given to adopt the attached schedule of the Board of Education monthly meetings for the 2011-2012 school year.
- XI. Approval was given to designate the following banking institutions as depositories for the purpose of investment of funds of the school district by the Secretary/Business Administrator for the 2010-2011 school year:

MBIA	CLASS
NJ-ARM	NJ Cash Management Fund
- XII. Approval was given to authorize the Board President to sign all legal documents, payrolls and warrants, and the Board Vice President to sign same when the President is not available for the 2011-2012 school year.
- XIII. Approval was given to authorize the past Board President to sign all legal documents, payrolls and warrants until signatures can be obtained and processed.
- XIV. Approval was given to authorize payment of bills between Board meetings for the 2011-2012 school year.

- XV. Approval was given to authorize the procurement of goods and services through the attached list of state contract vendors for the 2011- 2012 school year.
- XVI. Approval was given to adopt the attached Chart of Accounts.
- XVII. Approval was given to designate the Hunterdon County Democrat as the official newspaper for the district and The Courier News as an alternate newspaper for the district for the 2011-2012 school year.
- XVIII. Approval was given to adopt the existing courses of study, course guides, curriculum and textbooks of the Flemington-Raritan Regional Board of Education. Whenever new course guides are developed or existing guides revised, they shall be presented to the Board for review and approval.
- XIX. Approval was given to adopt the existing bylaws and policies of the Flemington-Raritan Regional Board of Education established for its own operation and the operation of the school district, including the administrative regulations developed to implement policies, be adopted for the life of the 2011-2012 Board of Education.
- XX. Approval was given Approval to reaffirm that in accordance with Board Policy 2360 the district is in compliance with the Children's Internet Protection Act.
- XXI. Approval was given to affirm the New Jersey School Board Association Code of Ethics as attached.
- XXII. Approval was given to employ Parker McCay Attorneys At Law as the Board Attorney/Negotiator for the 2011-2012 school year at an hourly rate of \$165. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5, to provide continuing legal services.
- XXIII. Approval was given to employ Brown & Brown Benefit Advisors as Employee Benefits Consultant for the 2011-2012 school year. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5, to provide continuing consultation services at no cost to the district which cannot reasonably be described by written specifications.
- XXIV. Approval was given to employ Strauss Esmay Associates, Inc. as Board Policy Service for the 2011-2012 school year at a fee of \$2,395.
- XXV. Approval was given to employ Suplee, Clooney & Company as public school accountant for the 2011-2012 school year at a fee not to exceed \$11,100 for the 2011-2012 Statutory Audit and \$1,600 for assistance in the preparation of the 2010-2011 CAFR Report in accordance with the reporting requirements of GASB #34. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A. 18A:18A-5, to provide continuing auditing services. The district has received and evaluated their current External Peer/Quality Report as required by N.J.A.C. 6A:23-2.2(i).
- XXVI. Approval was given to employ Design Ideas Group as Architect of Record for the 2011-2012 school year. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5, to provide continuing architectural services. Fees based on the scope of specified projects.
- XXVII. Approval was given to employ Wells Fargo Insurance Services Northeast, Inc. as Risk Management Consultant for the 2011-2012 school year. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5, to provide continuing risk management services at no cost to the district that cannot reasonably be described by written specifications.
- XXVIII. Approval was given to employ Capital Financial Advisors, Inc. as Financial Advisor for the 2011-2012 school year at an hourly rate of \$175. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5, to provide continuing financial advisory services.
- XXIX. Approval was given to employ American Appraisal Association to conduct a district-wide inventory service at an amount not to exceed \$10,600.

- XXX. Approval was given to appoint Stephanie Hope as Attendance Officer for the 2011-2012 school year.
- XXXI. Approval was given to appoint Stephanie Hope as Safety and Health Designee for the 2011-2012 school year.
- XXXII. Approval was given to appoint Stephanie Hope as Board Secretary and Kim Parisi as Alternate Board Secretary for the 2011-2012 school year.
- XXXIII. Approval was given to appoint Stephanie Hope as Public Agency Compliance Officer for the 2011-2012 school year.
- XXXIV. Approval was given to appoint Stephanie Hope as the Purchasing Agent for the 2011-2012 school year.
- XXXV. Approval was given to appoint Stephanie Hope as Custodian of Records for the 2011-2012 school year.
- XXXVI. Approval was given to appoint Mark Masessa as Affirmative Action Officer for the 2011-2012 school year.
- XXXVII. Approval was given to appoint Karen Slagle as Section 504 Program Coordinator and the Stephanie Hope as Section 504 Facilities Coordinator for the 2011-2012 school year.
- XXXVIII. Approval was given to appoint Patricia Bader as Treasurer of School Monies for the 2011-2012 school year.
- XXXIX. Approval was given to appoint James Shumate as Asbestos Hazard Emergency Response Act Coordinator (AHERA) for the 2011-2012 school year.
- XL. Approval was given to appoint James Shumate as the Integrated Pest Management Coordinator for the 2011-2012 school year.
- XLI. Approval was given to appoint James Shumate as Right-to-Know Officer for the 2011-2012 school year.
- XLII. Approval was given to appoint James Shumate as the Indoor Air Quality Designee for the 2011-2012 school year.
- XLIII. Approval was given to appoint Sandra Pollock as the Chemical Hygiene Officer for the 2011-2012 school year.
- XLIV. Approval was given to appoint the Superintendent of Schools as the representative to the Hunterdon County ESC Board for the 2011-2012.
- XLV. Approval was given to appoint Whitehouse Station Family Medicine (Physicians) as Medical Inspector for the 2011-2012 school year at a rate of \$185 per hour, \$100 per in office examination, a retainer fee of \$1,700 and \$40 per school for medical waste disposal.
- XLVI. Approval was given to contract with Sonitrol Security Systems of Central New Jersey, Inc. to provide goods and services for their support and maintenance of proprietary computer hardware and software for the 2011-2012 school year. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5a (19).
- XLVII. Approval was given to contract with Siemens Technology to provide goods and services for their support and maintenance of proprietary computer hardware and software for the 2011-2012 school year. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5a (19).
- XLVIII. Approval was given to employ Hunterdon Lock & Safe, Inc. to provide locksmith services for the 2011-2012 school year. This contract is negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids in accordance with N.J.S.A.18A:18A-5a(2) to provide goods and services to repair or replace door hardware, locks and keys which cannot reasonably be described by written specifications.

XLIX. Approval was given to adopt the 2011-2012 school district budget, as follows:

<u>Expenditures</u>		<u>Revenue</u>	
		Fund 10	
General Current Expense	<u>\$49,938,992</u>	Budgeted Fund Balance	<u>\$ 1,223,659</u>
Capital Outlay	<u>\$ 232,467</u>	Local Tax Levy	<u>\$43,463,039</u>
Special Revenue Fund	<u>\$ 784,572</u>	Misc Revenue	<u>\$ 150,000</u>
Repayment of Debt	<u>\$ 3,984,519</u>	Ed Jobs Fund	<u>\$ 236,885</u>
		State Aid	<u>\$ 5,097,876</u>
		Fund 20	
		Est. Special Revenue	\$ 784,572
		Fund 40	
		Repayment of Debt	<u>\$ 3,984,519</u>
Total Expenditures	<u><u>\$54,940,550</u></u>	Total Revenue	<u><u>\$54,940,550</u></u>

L. Approval was given of the following petty cash accounts for the 2011-2012 school year:

- Barley Sheaf School – Karen Gabruk - \$150
- Robert Hunter School – Rebecca Hutto - \$150
- Francis Desmares School – Carol Howell - \$150
- Copper Hill School – Kevin McPeek - \$150
- J.P. Case Middle School – Robert Castellano - \$150
- Reading-Fleming Intermediate School – Kathleen Suchorsky - \$150
- Special Services – Karen Slagle - \$150
- Central Office – Stephanie Hope - \$150
- Curriculum and Instruction – Daniel Bland \$300 - July and August \$150 - September through June

Ms. Hope took a minute to review annual costs.

Aye: Ms. Behn Ms. Mastellone Nay: 0 Abstain: 0
 Dr. Copeland Ms. McGivney
 Mr. Davidson Mr. Zarish
 Ms. Foreman Mr. Larmore

On motion of Ms. McGivney, seconded by Mr. Davidson, minutes of the Executive Session of April 11, 2011 were approved, viva voce.

Ms. Behn and Ms. Mastellone abstained.

On motion of Ms. McGivney, seconded by Mr. Davidson, minutes of the Regular Meeting of April 11, 2011 were approved, viva voce.

Ms. Behn abstained.

CITIZENS ADDRESSED THE BOARD

Laurie Markowski, Raritan Township, thanked the Board, Administration and the community for the past 9 years. Ms. Markowski hopes the Board stays unified. Mr. Larmore and Ms. Foreman thanked Ms. Markowski for her dedication and her time.

SUPERINTENDENT’S REPORT

Mr. Nolan welcomed the new Board Members and thanked Ms. Markowski for her years of service.

PERSONNEL

THE SUPERINTENDENT OF SCHOOLS RECOMMENDS THE FOLLOWING RESOLUTIONS FOR APPROVAL:

Certified Staff – Appointments, Resignations and Leaves of Absence

The next meeting date will be May 17, 2011.

All Personnel items were approved under one motion made by Ms. Foreman, seconded by Dr. Copeland

- Approval was given for the following staff members to take days without pay, for personal reasons:

Item	Last Name	First Name	Loc.	Date(s)
a.	Funk	Nancy	FAD	May 31, 2011 & June 3, 2011
b.	Schilder	Kathy	FAD	May 27, 2011

- Approval was given to accept the resignation for the purpose of retirement of Donna McMullin, Media Specialist at J.P. Case Middle School, effective June 30, 2011
- Approval was given to employ the following maternity leave replacement. The candidate is highly-qualified for this position. Fingerprinting and health exam required. The 2010-2011 salary will be adjusted at the conclusion of negotiations.

Item	Last Name	First Name	Position/Replacing/Loc	Dates	Salary/Degree/Step	Certification/ College
a.	Hill	Kristin	Grade 2 Teacher/ Kelly Hale/Kristin Shovlin FAD	May 3, 2011- June 30, 2011	\$50,298 prorated/ Master’s degree/ Step 5	CEAS Elementary Arcadia University

- Approval was given for the following job description, as attached:

Behavior Specialist

- Approval was given to amend the motion of December 6, 2010:

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

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Hale	Kelly	FAD	2	Disability Leave	March 28, 2011-May 26, 2011
					Family Leave/NJ Paid	May 27, 2011-June 30, 2011

to read:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Hale	Kelly	FAD	2	Disability Leave	March 28, 2011-May 23, 2011
					Family Leave/NJ Paid	May 24, 2011-June 23, 2011

- Approval was given to amend the motion of April 11, 2011:

to accept the resignation of Kristin Shovlin, maternity leave replacement for Kelly Hale, Grade 2 Teacher at Francis A. Desmares School, effective May 6, 2011.

to read:

to accept the resignation of Kristin Shovlin, maternity leave replacement for Kelly Hale, Grade 2 Teacher at Francis A. Desmares School, effective April 15, 2011.

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

7. Approval was given to accept the resignation for the purpose of retirement of Bernice Horvath, Teacher Assistant at Reading-Fleming Intermediate School, effective June 30, 2011.
8. Approval was given to accept the resignation of Peggy Gravett, Teacher Assistant at J.P. Case Middle School, effective May 11, 2011.
9. Approval was given to accept the resignation for the purpose of retirement of Kathleen Walton, Child Study Team Secretary, effective August 1, 2011.
10. Approval to confirm the following staff member to take days without pay, for personal reasons:

Item	Last Name	First Name	Loc.	Date(s)
a.	Cranden	Nancy	JPC	April 18 & 19, 2011

All Staff – Additional Compensation

11. Approval was given to employ the following staff members for additional compensation during the 2011-2012 school year:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate/Stipend
a.	Greenbaum	Amy	FAD	Spring Concert	1.5	Hourly
b.	Klein	Lea	FAD	Spring Concert	1.5	Hourly
c.	Koch	Helen	FAD	Spring Concert	2	Hourly
d.	Ribaudo	Lisa	FAD	Spring Concert	1.5	Hourly
e.	Stewart	Barbara	FAD	Spring Concert	1.5	Hourly
f.	Larsen	Jennifer	CH	Home Instruction	100	\$29
g.	DiBetta	Crystal	RH	Library Curriculum	15	\$32
h.	Slomczewski	Gregory	BS	Library Curriculum	15	\$32
i.	Sullivan	Hildred	CH	Library Curriculum	15	\$32

12. Approval was given to confirm the following staff members compensation during the 2010-2011 school year:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate/Stipend
a.	Bianco	Kathleen	RF	Celebration of Learning Presenter	3	\$32
b.	Cook	Diane	CH	Celebration of Learning Presenter	3	\$32
c.	Klein	Lea	FAD	Celebration of Learning Presenter	3	\$32
d.	Leslie	Patricia	RH	Celebration of Learning Presenter	3	\$32
e.	Truncale	Christopher	BS	Celebration of Learning Presenter	3	\$32

Substitutes

13. Approval was given to employ the following applicants as Substitutes for the 2011-2012 school year pending criminal history background checks:

Last Name	First Name	Position (s)
Manks	Melissa	Teacher, Teacher Assistant
Payton	Nicole	Teacher, Teacher Assistant
Tavel	Erik	Teacher, Teacher Assistant
Reilly	Megan	Teacher, Teacher Assistant

14. **TABLED**

Approval was given for the following substitute rates for the 2011-2012 school year:*

Teacher/Teacher Assistant	\$100 per day, increases to \$105 after 20 days of substitute service
Nurse	\$150 per day
Secretary	\$12.50 per hour
Receptionist	\$12.50 per hour
Library Clerk	\$12.50 per hour
Cafeteria Aide	\$12.50 per hour

***Motion number 14 was tabled.**

15. Approval was given for the following students to observe classes in the district during 2010-2011 school year:

Item	Last Name	First Name	College/University/School
a.	Bryer	Katherine	Delaware Valley High School/CH
b.	Cataldi	Alyssa	Hunterdon Central/JPC

16. Approval was given for the following student to observe classes in the district during the 2011-2012 school year:

Item	Last Name	First Name	College/University/School
a.	Small	Lauren	Kean University/JPC

17. Approval was given for the following field placements for the 2011-2012 school year:

Candidate/College/Univ.	Cooperating Teacher	Loc/Position	Dates
Jacqueline Ferrara/TCNJ	Robin Smith	RF/Grade 5	September 6-December 16, 2011
Laura Grant/TCNJ	Dawn Golding	BS/Music	September 6-December 16, 2011
Brittany O'Hare/TCNJ	Betsy Roll	JPC/ Math	September 6-December 16, 2011
Krystal Ramos/TCNJ	Karin Deneka	RF/Grade 5	September 6-December 16, 2011
Thomas Hanssen/Kean	Jaelyn Dukette	RF/Gr. 6 Science	September 6-December 19, 2011
Agnese Cuccaro/Fairleigh Dickinson	Rebecca Burns	RF/Grade 6 LA	September 6, 2011-December 23, 2011
Brittani Santangelo/Kean	Alaina Gorka	FAD/Grade 4	September 6-December 19, 2011
Elizabeth Kowal/Kean	Jodi Brush	FAD/Grade 4	September 6-December 19, 2011

***Motion Number 14 was tabled**

Aye: Dr. Copeland Ms. McGivney Nay: 0 Abstain: Ms. Behn
 Mr. Davidson Mr. Zarish Ms. Mastellone
 Ms. Foreman Mr. Larmore

CURRICULUM

The next meeting date is yet to be determined. Dr. Copeland gave a brief update.

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

- Approval was given to employ Meredith Alvaro, consultant, to present two workshops entitled, "Adapting Writers Workshop for Students with Special Needs K-3," on June 24, 2011 and "Adapting Writers Workshop for Students with Special Needs 4-8," on August 31, 2011 for a maximum amount of \$1,500 for each workshop for a total of \$3,000. Monies to be taken from ARRA Funds.
- Approval was given to employ Terri L. Newbold, consultant, to present two workshops entitled, "Math Strategies for the Special Education Classroom," on June 24 and 27, 2011 for a maximum amount of \$1,200 for each workshop for a total of \$2,400. Monies to be taken from ARRA Funds.

Aye: Dr. Copeland Ms. McGivney Nay: 0 Abstain: Ms. Behn
 Mr. Davidson Mr. Zarish Ms. Mastellone
 Ms. Foreman Mr. Larmore

FACILITIES/OPERATIONS

The next meeting date is yet to be determined.

All Facilities/Operations items were approved under one motion made by Mr. Davidson, seconded by Mr. Zarish.

1. Approval was given to endorse the Voluntary Student Accident Insurance Program from Bollinger Insurance Co. for the 2011-2012 school year. The annual premium for students during school time is \$26 and the annual premium for “Round the Clock” coverage is \$89.
2. Approval was given to authorize the Business Administrator to advertise and accept bids for the repairs of the blacktop and drain pipes in the parking lot at Francis A. Desmares School.
3. Approval was given to authorize the Business Administrator/Board Secretary to advertise and accept bids/proposals for the removal of refuse and recyclable materials in the Flemington-Raritan Regional School District.
4. Approval was given to authorize Design Ideas Group to develop and launch an Energy Savings Improvement Program for the District at a cost of \$12,000.
5. Approval was given to authorize Design Ideas Group to perform a District-wide Facility assessment at a cost of \$53,800.

Aye: Dr. Copeland Ms. Mastellone Nay: 0 Abstain: Ms. Behn
 Mr. Davidson Ms. McGivney
 Ms. Foreman Mr. Zarish
 Mr. Larmore

TRANSPORTATION

The next meeting date will be May 11, 2011.

FINANCE

The next meeting date will be May 9, 2011.

COUNTY SCHOOL BOARDS ASSOCIATION

The next meeting date will be May 13, 2011. Ms. Markowski gave a brief update on meeting dates.

NEW JERSEY SCHOOL BOARDS ASSOCIATION/LEGISLATIVE ADVISOR

The next meeting date will be May 13, 2011.

POLICY

The next meeting date will be May 23, 2011.

MISCELLANEOUS

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

1. Approval was given to establish June 23, 2011 as the last day of school.
2. Approval was given for the 2011-2012 Technology Department Calendar, as per attached.
3. Approval was given for J.P. Case Middle School to apply and accept a \$490 grant from the Holocaust, Genocide & Human Rights Colloquium at Brookdale Community College.
4. Approval for J.P. Case Middle and Reading-Fleming Intermediate Schools to take the following field trips:

Date	School	Field Trip	Location	Max. # of Hours	Cost
5/12/11	J.P. Case	Holocaust & Human Rights Colloquium	Brookdale Community College Lincroft, NJ	7:30 a.m. – 2:30 p.m.	Fees paid by Grant
5/20/11	J.P. Case	Environmental Club	Francis A. Desmares	11:00 a.m. – 1:00 p.m.	Transportation paid by Garden Grant

5/23,24,25,26 & 27	Reading-Fleming	Fleming Castle	Flemington	8:45 a.m. – 2:30 p.m.	None
--------------------	-----------------	----------------	------------	-----------------------	------

Aye: Dr. Copeland Ms. Mastellone Nay: 0 Abstain: Ms. Behn
 Mr. Davidson Ms. McGivney
 Ms. Foreman Mr. Zarish
 Mr. Larmore

CORRESPONDENCE

Mr. Larmore noted that he received an email from Dan DeCanio, FREA President which all Board Members received.

OLD BUSINESS

Ms. Hope asked the Board for their address and phone numbers to update our records. Ms. Hope spoke to new members regarding required trainings, email addresses and laptops.

NEW BUSINESS

Mr. Larmore asked the Board to submit their requests for Committee interests. Mr. Larmore also noted that Diane Morris is leaving the New Jersey School Boards Association. Dr. Copeland commended the Finance Committee and the Administration for the recent budget process and the passing of the budget.

CITIZENS ADDRESS THE BOARD

None

ADJOURN

On motion of Ms. McGivney, seconded by Ms. Markowski, the meeting was adjourned, unanimously viva voce, at 7:40 p.m.

Respectfully Submitted,

Stephanie Hope
 Business Administrator/Board Secretary

Upcoming Board Meetings – Copper Hill School

- May 16
- June 6
- June 20
- July 18
- August 22
- September 12
- September 19
- October 3
- October 17
- November 7
- November 21
- December 5
- December 19
- January 9, 2012
- January 23
- February 6
- February 27
- March 5
- March 19
- April 2
- April 16