

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
BOARD PLANNING SESSION/ REGULAR MEETING
March 18, 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 5:48 p.m. in the Media Center at the J.P. Case Middle School.

Members Present

Robin Behn	Justine Levine
Dennis Copeland*	Doris McGivney
Bruce Davidson	Laurie Markowski
Anna Fallon	Patrick Larmore

Members Absent

*arrived at 6:07 p.m.

BOARD PLANNING SESSION

MaryAnn Friedman with the New Jersey School Board Association presented a packet of information to assist the Board with Policy Development and the Role of Board Members regarding same. She reviewed the items in the attached packet. She noted that policy is really the most important responsibility the Board has. She noted policies need to represent the will of the Board. Mr. Nolan shared with the Board the process he uses to review policies. He noted that he will be requesting an audit for the districts policies in the summer.

Dr. Copeland arrived.

The Board discussed how often they should be reviewing the policies. Ms. Friedman suggested they be reviewed annually. Mr. Nolan noted that may be an overwhelming task. He recommended that changes, new or concerning policies be addressed annually. The Board also discussed other options to consider such as cycles for reviewing the policies. A few Board Members shared some questions regarding the district policy accessibility. Ms. McGivney, as the Policy Chairperson, will place this on the next Policy Committee agenda for discussion, as well as a need for a more user friendly index.

After the completion of tonight's meeting, the Board will be officially Board Certified.

On the motion of Ms. McGivney, seconded by Mr. Davidson, the meeting was adjourned, unanimously viva voce, at 7:04 p.m. to executive session in the Media Center.

Be It Resolved, by the Flemington-Raritan Regional Board of Education that it does hereby determine that it is necessary to meet in executive session to discuss the matters stipulated, in conformance with the Open Public Meetings Act, Chapter 231 P.L. 1975.

Litigation

The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.

The Board returned to public session at 7:08 p.m. in the Auditorium.

Dr. Copeland left the meeting.

On the motion of Mr. Davidson, seconded by Ms. McGivney, minutes of the Executive Session on February 25, 2013* were approved viva voce.

***Ms. Markowski abstained.**

On the motion of Ms. McGivney, seconded by Mr. Davidson, minutes of the Regular meeting on February 25, 2013* were approved viva voce.

***Ms. Markowski abstained.**

On the motion of Ms. McGivney, seconded by Mr. Davidson, minutes of the Regular Meeting on March 4, 2013 were approved viva voce.

On the motion of Ms. McGivney, seconded by Ms. Markowski, minutes of the Strategic Plan Update Meeting on March 13, 2013 were approved viva voce.

CITIZENS ADDRESSED THE BOARD

None

SUPERINTENDENT'S REPORT

Mr. McPeck, Principal, Copper Hill School, presented the K-4 Scheduling analysis, as attached.

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 January 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 January 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 Ms. McGivney, seconded by Ms. Behn, approval was given to accept the Reports of the Secretary and Treasurer of School Monies for the month of January 2013:

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

PERSONNEL

The next meeting will be March 19, 2013.

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. McGivney, seconded by Ms. Fallon.

1. Approval was given to extend the deadline for Flemington-Raritan Education Association members to submit Intention to Retire letters from April 1, 2013 to May 1, 2013.
2. Approval was given to amend the motion of January 7, 2013:

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

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Campbell	Kristen	JPC	Support Skills/Math	Disability Leave	November 12, 2012-January 4, 2013
					Family Leave/ NJ Paid	January 7, 2013-April 1, 2013

to read:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Campbell	Kristen	JPC	Support Skills/Math	Disability Leave	November 12, 2012-January 4, 2013
					Family Leave/ NJ Paid	January 7, 2013- April 2, 2013

3. Approval was given to accept the resignation of Catherine Olmstead, Resource Center Teacher at Reading-Fleming Intermediate School, effective April 29, 2013.
4. Approval was given to accept the resignation of Janice Gillberg, Grade 1 Teacher at Barley Sheaf School, effective June 30, 2013, for the purpose of retirement.
5. Approval was given to accept the resignation of Joseph Anderson, Lacrosse Coach at J.P. Case Middle School, effective March 11, 2013.
6. Approval was given to employ Michael McCarthy as JV Lacrosse Coach at J.P. Case Middle School, effective March 19, 2013, at a rate of \$29.80 per hour for a maximum of 108 hours.
7. Approval was given for the following certificated staff members to take days without pay for personal reasons:

Item	Last Name	First Name	Location	Dates
a.	Kwiatek	Rebecca	RH	March 22, 2013
b.	McGovern	Susan	FAD	April 1, 2013

8. Approval was given to employ the following maternity leave replacement. This candidate will be highly-qualified for this position. Fingerprinting and health exam required.

Item	Last Name	First Name	Position/Replacing/Loc	Dates	Salary/Degree/Step	Certification/College
a.	Santoro	Lisa	Grade 2/Joey Mulholland/FAD	April 24, 2013-June 28, 2013	Per Diem Sub Pay	CEAS-Preschool-Grade3/Montclair University

9. Approval was given to amend the motion of December 3, 2012 #4

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

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
b.	Nemec	Lisa	FAD	Grade 2	Disability Leave	February 22, 2013-April 1, 2013
					Family Leave/NJ Paid	April 2, 2013-June 28, 2013

to read:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
b.	Nemec	Lisa	FAD	Grade 2	Disability Leave	February 22, 2013- March 22, 2013
					Family Leave/NJ Paid	April 1, 2013 -June 28, 2013

All Staff – Additional Compensation

10. Approval was given to employ or confirm the employment of the following staff members for additional compensation during the 2012-2013 school year:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate
a.	Ricard	Deborah	RH	NJASK night	3/hrs	Hourly
b.	Ashey	Elizabeth	RH	NJASK night	3/hrs	Hourly
c.	Alfieri	Brenda	FAD	Kindergarten Achieve Testing	12/hrs	Hourly
d.	Crowell	Christopher	FAD	Kindergarten Achieve Testing	12/hrs	Hourly
e.	Harley	Adrienne	FAD	Kindergarten Achieve Testing	12/hrs	Hourly
f.	Hlinka	Jacklyn	FAD	Kindergarten Achieve Testing	12/hrs	Hourly
g.	McGovern	Susan	FAD	Kindergarten Achieve Testing	12/hrs	Hourly
h.	Shames	Susan	FAD	Kindergarten Achieve Testing	12/hrs	Hourly
i.	Abel	Mary Frances	RH	APA Portfolio Development	10/hrs	\$32.88/hr
j.	Biedermann	Gretchen	JPC	APA Portfolio Development	150/hrs	\$32.88/hr
k.	Chardoussin	Katie	RFIS	APA Portfolio Development	90/hrs	\$32.88/hr
l.	Chesseri	Brenda	RFIS	APA Portfolio Development	5/hrs	\$32.88/hr
m.	Connelly	Kathleen	JPC	APA Portfolio Development	80/hrs	\$32.88/hr
n.	Force	Patricia	CH	APA Portfolio Development	130/hrs	\$32.88/hr
o.	Hayes	Lindsay	RFIS	APA Portfolio Development	80/hrs	\$32.88/hr
p.	Librizzi	Susan	RFIS	APA Portfolio Development	105/hrs	\$32.88/hr
q.	Matuszkiewicz	Angela	CH	APA Portfolio Development	60/hrs	\$32.88/hr
r.	Miller	Jennifer	JPC	APA Portfolio Development	80/hrs	\$32.88/hr
s.	Miller	Lynn	FAD	APA Portfolio Development	40/hrs	\$32.88/hr
t.	Morganelli	Catherine	JPC	APA Portfolio Development	70/hrs	\$32.88/hr
u.	Rogers	Ellen	CH	APA Portfolio Development	40/hrs	\$32.88/hr
v.	Shalhoub	Renee	CH	APA Portfolio Development	50/hrs	\$32.88/hr
w.	Abel	Mary Frances	RH	Project Achieve	12/hrs	Hourly rate not to exceed \$40/hr.
x.	Foreman	Caroline	RH	Project Achieve	12/hrs	Hourly rate not to exceed \$40/hr.
y.	Grunstra	Kathy	FAD	Project Achieve	14/hrs	Hourly rate not to exceed \$40/hr.
z.	Lewthwaite	Katelyn	BS	Project Achieve	12/hrs	Hourly rate not to exceed \$40/hr.
aa.	Matulay	Karen	RH	Project Achieve	12/hrs	Hourly rate not to exceed \$40/hr.
bb.	Mitcheltree	Susan	CH	Project Achieve	14/hrs	Hourly rate not to exceed \$40/hr.
cc.	Stephan	Laura	FAD	Project Achieve	12/hrs	Hourly rate not to exceed \$40/hr.
dd.	McCarthy	Michael	RFIS	CPR/AED/First Aid-Coach	6/hrs	\$32.88/hr
ee.	Adcock	Michelle	Sub	Home Instruction	100/hrs	\$29.80/hr
ff.	Griffith	Deborah	CH	Preparation for Special Education Parent Presentation	2/hrs	\$32.88/hr

11. Approval was given to amend the motion of August 20, 2012, #25, item 267 & 273.

to employ the following staff members for additional compensation during the 2012-2013 school year:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate
267.	Andersen	Joe	JPC	Coach – Varsity Lacrosse	132	\$29.80/hr
273.	Corigliano	Frank	JPC	Coach – JV Lacrosse	108	\$29.80/hr

to read:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate
267.	Andersen	Joe	JPC	Coach – Varsity Lacrosse	0	0
273.	Corigliano	Frank	JPC	Coach – Varsity Lacrosse	132	\$29.80/hr

12. Approval was given to compensate Kathy Schilder, School Nurse at Francis A. Desmares School, for “Grow Healthy,” a research grant awarded to the Flemington-Raritan School District, as per Board Policy #6160 in the amount of \$750.

Substitutes

13. Approval was given to employ the following applicants as Substitutes for the 2012-2013 school year pending fingerprinting:

Item	Last Name	First Name	Position(s)	Certification(s)
a.	Riexinger	Doug	Teacher/Teacher Assistant	Substitute Certificate
b.	DeMartino	Carol	Secretary/Library Clerk	N/A
c.	Talarico	Kathleen	Secretary/Library Clerk/Cafeteria Aide	Substitute Certificate
d.	Mazzetta	Cassie	Teacher/Teacher Assistant	Substitute Certificate
e.	Wasik	Mary	Teacher/Teacher Assistant	Elementary School Teacher-Standard
f.	Johnston	Jennifer	Teacher/Teacher Assistant	Elementary School Teacher-Standard
g.	Cifelli	Dawn	Teacher/Teacher Assistant/Library Clerk	Elementary School Teacher -Standard
h.	Genovese	Katie	Teacher/Teacher Assistant/Library Clerk/Cafeteria Aide	Substitute Certificate
i.	Gerth	Karen	Teacher/Teacher Assistant	Elementary School Teacher-Standard
j.	Sonnenschein	Julia	Teacher/Teacher Assistant/Library Clerk	Elementary School Teacher-Standard, Teacher of the Handicapped-Standard, Teacher of English as a Second Language-Standard
k.	Casey	Francis	Teacher/Teacher Assistant	Substitute Certificate
l.	O'Neill	Jessica	Teacher/Teacher Assistant	Elementary School Teacher Grades K-5-CEAS
m.	Thomas	Shannon	Teacher/Teacher Assistant	Substitute Certificate
n.	Gould	Joelle	Teacher/Teacher Assistant/Library Clerk/Cafeteria Aide/Secretary	Substitute Certificate
o.	Caldarella	Biagia Gina	Teacher/Teacher Assistant/Library Clerk/Secretary	Substitute Certificate
p.	Barber	Rebekah	Teacher/Teacher Assistant	Elementary School Teacher-CEAS, Teacher of Preschool through Grade 3-CE
q.	McCarthy	Michael	Teacher/Teacher Assistant	Teacher of Social Studies-Standard, Student Personnel Services-Standard

Field Placements

14. Approval was given for the following student to observe classes during the 2012-2013 school year:

Item	Last Name	First Name	From	Location
a.	Tohme	Stephanie	Centenary 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.	Baker	Carol	K-12 & Higher Education: Teacher Evaluation	April 19, 2013	R,M	\$160
b.	Bickford	James	PowerSchool Conference –NJ Users Group, Cherry Hill, NJ	April 22-23, 2013	R,M	\$215
c.	Pollock	Sandra	K-12 & Higher Education: Teacher Evaluation	April 19, 2013	R,M	\$160
R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other						

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

CURRICULUM

The next meeting will be April 4, 2013.

The Curriculum item was approved under one motion made by Ms. Fallon, seconded by Mr. Davidson.

Approval was given to submit the Reading-Fleming Intermediate School 2012-2013 Progress Target Action Plan to the NJ Department of Education.

***Ms. Behn voted no.**

Ms. Fallon noted that the Curriculum Committee did review the Plan and have further questions to discuss. Mr. Nolan noted only the template will be going to the State.

Aye: Mr. Davidson Ms. Markowski Nay: **Ms. Behn** Abstain: 0
 Ms. Fallon Ms. McGivney
 Dr. Levine Mr. Larmore

FACILITIES/OPERATIONS

The next meeting will be March 20, 2013.

No report

TRANSPORTATION

The next meeting will be April 10, 2013

No report

FINANCE

The next meeting will be April 3, 2013.

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

1. Approval was given to amend the motion of October 22, 2012:
of the attached bill list for the month of August totaling \$2,144,556.36.
to read:
of the attached bill list for the month of **October** totaling \$2,144,556.36.
2. Approval was given of the attached transfer list from February 20, 2013 to March 11, 2013.
3. Approval was given of the attached bill list for the month of March totaling \$2,192,166.76.

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

COUNTY SCHOOL BOARDS ASSOCIATION

Ms. Behn noted that the School Security meeting was last week. She requested that we be careful with sharing the details. Mr. Nolan was disappointed with the panel being made up of vendors. The Board agreed with Mr. Nolan and stated this was not a comprehensive overview.

NEW JERSEY SCHOOL BOARDS ASSOCIATION/LEGISLATIVE ADVISOR

No report.

POLICY

The next meeting will be April 23, 2013.

The Policy item was approved under one motion made by Ms. McGivney, seconded by Ms. Fallon.

Approval was given to adopt revised Policy 9181, Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants, as attached.

Strauss Esmay Associates has a separate policy for volunteer athletic coaches. Policy Guide 9181 has been expanded to include volunteers who help with co-curricular activities other than sports. In addition, this Policy Guide provides the option of requiring a criminal history record check for these volunteers with the cost to be reimbursed to the applicant by the Board. If a district requires these volunteers to have a substitute credential, the person would have to complete a criminal history record check at their expense in order to obtain the substitute credential. Policy Guide 9181 is recommended.

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

MISCELLANEOUS

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

1. Approval was given of the 2013-2014 Student Calendar, as attached.

***Ms. Fallon voted no.**

Ms. Fallon asked about the student calendar and it affects regarding the contract. Mr. Nolan and Ms. Smith have a verbal sidebar agreement. The FREA has approved the calendar. The cost is approximately \$60,000.

2. Approval was given of the 2013-2014 Secretarial Calendar, as attached.
3. Approval was given of the 2013-2014 Maintenance Calendar, as attached.
4. Approval was given of the settlement agreement regarding student #2010964.
5. Approval was given for the Francis A. Desmares School to accept the following Grant during the 2013-2014 school year:

Sponsor	Grant	Amount
Rutgers Cooperative Extension	Grow Healthy	\$1,000

6. Approval was given to amend the 2013 IDEA-B Grant to include the 2012 IDEA-B Grant carryover in the following amounts:

	Basic	Preschool
Public	\$434,196	\$8,302
Nonpublic	\$1,240	\$565

7. Approval was given to accept the following donations, during the 2012-2013 school year:

Item	Donor	School	Donation	Date	Amount
a.	PTO	CH	Trinka Hakes Noble – Author Visit	4/23/13	\$2,400.00
b.	PTO	CH	Wallaby Tales Assembly	TBD - April	\$ 280.00
c.	PTO	FAD	Rizzo's Reptile Discovery LLC	5/15/13 & 5/17/13	\$1,500.00

8. Approval was given of the settlement agreement regarding student #2013.

Aye: Ms. Behn Ms. Markowski Nay: **Ms. Fallon #1** Abstain: 0
 Mr. Davidson Ms. McGivney
 Ms. Fallon Mr. Larmore
 Dr. Levine

CORRESPONDENCE

None

OLD BUSINESS

Mr. Davidson congratulated Mr. McPeck for his and his Committees work. It is a great display of cooperative effort for district changes.

Ms. McGivney noted a fantastic performance at the J.P. Case Play.

NEW BUSINESS

None

CITIZENS ADDRESS THE BOARD

Mr. MacRitchie, Raritan Township, believes the district should offer a full day kindergarten.

Mr. Thompson, Raritan Township, also believes the district should offer a full day kindergarten. He supported this with test scores and statistics.

ADJOURN

On the motion of Ms. McGivney, seconded by Mr. Davidson, the meeting was adjourned at 7:58 p.m. viva voce.

Respectfully Submitted,

Stephanie Voorhees
Business Administrator/Board Secretary

Upcoming Board Meetings

March 21 – Budget Public Hearing Meeting

April 8 – ESL & Language Learning Disability Program Presentation

April 22

May 6- District Re-organization

May 20- Response to Intervention (Rtl) Presentation & Demographer Report

June 3- Teacher Evaluation Pilot Presentation

June 17

July 22

August 26

September 9

September 23

October 7

October 21

November 4

November 18

December 2

December 16