

FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
REGULAR MEETING
November 13, 2017
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 7:00 p.m. in Room B132 at the J.P. Case Middle School.

Members Present

Jessica Abbott	Laurie Markowski
Tim Bart	Michael Stager
Sandra Borucki	Christopher Walker
Dennis Copeland	Anna Fallon
Marianne Kenny	

SUPERINTENDENTS

Dr. Ruberto welcomed the students to the meeting. She acknowledged Veterans Day. She congratulated Clayton Hope (Ms. Voorhees son) on graduating from Lincoln Technical Institute. She noted on November 7th we had a Professional Day which the staff was fully engaged. Dr. Ruberto thanked Mr. Bland for his efforts. She went over the Strategic Plan Calendar and Kick Off & noted the next meeting is November 28th at 6:00 p.m. She shared that the PTO's are invited to the HCRHS strategic planning as well. Dr. Ruberto noted the QSAC review is completed for the 2016-2017 school year and DPR's were also reviewed. She noted a full complement of the district stakeholders will be on the Committee. She stated that emergency plans have been reviewed and we will be implementing parking decals for all the staff and placing cones in front of the schools. Dr. Ruberto would like to have "No Homework Night" for families. She shared that RFIS, grade 6, is researching Vietnam. She noted there will also be a Kindergarten writer's workshop. Dr. Ruberto noted she has four names to share with the Board regarding Communication for the Board Retreat. Dr. Ruberto stated that security plans are in place and we will continue to evaluate. Dr. Ruberto detailed that security information will not be shared and that a good overview will be provided to the Board.

Dr. Ruberto introduced Paul Freda from the Suplee, Clooney & Company, who gave a brief overview of the Annual Financial Report of items reviewed for compliance. He stated there were no audit recommendations and shared the excess surplus amount. He stated we are in accordance with GAAP accounting. Dr. Ruberto noted Mr. Freda presented to the Administrative team when the audit was complete. Mr. Bart shared he emailed Ms. Voorhees with questions this morning. Ms. Voorhees noted the questions asked were regarding building depreciation, TPA's contributions and student activities. Mr. Bart noted Ms. Voorhees answered all his questions. Ms. Borucki acknowledged the good work of the Business Office. The Board and Dr. Ruberto echoed her sentiments. Ms. Voorhees acknowledged the Business Office staff and the entire district for supporting the policy and procedures.

Daniel Bland, Assistant Superintendent for Curriculum and Instruction, opened a Public Hearing on the Annual Hearing on Incidents of Violence, Vandalism, Substance Abuse and HIB, as attached for the 2016-2017 school year. Ms. Fallon asked if there was any more addition information on the one weapon. Mr. Bland noted it was a pocket knife. Mr. Bart asked how the district ensures consistency across the administrators in their treatment of these type of situations in the six different buildings. Mr. Bland noted he conducts a training with the Vice Principals. He also noted he sees all reports. Dr. Ruberto noted the Superintendent is aware of the incidents when they occur. The Superintendent reviews all the HIB reports. Ms. Abbott asked which substances were found. Mr. Bland noted he does not recall but did agree it was in the older grades. Ms. Fallon asked if the difference in the schools is the way situations are handled. Mr. Bland noted that in general the older schools tend to have more incidents and schools with Special Education Behavioral classes. This is the reason why there is a difference between the schools, not the way situations are handled. Dr. Copeland asked if he understood correctly and that there were "0" incidents of HIB. Mr. Bland noted yes, there were no incidents under the definition. Mr. Bart asked if there is a consistency year to year or is it static. Mr. Bland stated this is about the same number we typically have. Mr. Walker asked if expulsion is rare. Mr. Bland noted we cannot expel unless a student brings a gun into the school and that is the only expulsion allowed. Dr. Ruberto noted there is a new policy on vaping that will be shared with the Board shortly. The Public Hearing was declared closed by Mr. Bland.

Mr. Bland gave an overview on the district's enrollment, as attached. The Board had a discussion regarding declining enrollment, budget impact and the future predictions. The Board also discussed increased Special Education population. It was noted that it is very difficult to predict. Dr. Giordanella will give the Curriculum Committee an update in Special Education at their January meeting. Ms. Fallon requested, the next time the enrollment or the budget is reviewed, that the Board get an update on staffing.

CITIZENS ADDRESS THE BOARD

Ms. Fallon read the following statement regarding public comment pursuant to N.J.S.A. 10:4-12(a), the Open Public Meetings Act. Members of the public are invited to address the Board according to the Board’s policy and bylaws. Please be aware that this portion is your opportunity to comment, and is not a forum for the Board to respond to your comments. However, the Board will certainly give all comments appropriate consideration.

Reena, Sean, Eddie, students at RFIS, came to the Board Meeting to thank Mr. DeMarco and the Board for approving the Harry Potter Club. Dr. Ruberto commended the students for speaking up. Ms. Klein also commented that the kids truly experienced a fun process full circle. Ms. Reed will be the advisor. Ms. Fallon thanked students and parents for empowering students and staff.

Rachel Ladd, parent, stated that her family moved here for the Special Education program. She asked Mr. Bland if that could be a reason why the Special Education population is increasing. Mr. Bland noted that this is very possible. She spoke about her son having problems on the bus and commended the staff for all of their support in helping her son. She stated the staff handled the situation very well.

On the motion of Mr. Bart, seconded by Ms. Abbott, minutes of the Executive Session on October 30, 2017* were approved viva voce.

***Ms. Borucki & Dr. Kenny abstained.**

Ms. Voorhees stated verbiage was missing from the October 30th Regular Meeting minutes and read in the missing verbiage for approval to amend.

On the motion of Ms. Borucki, seconded by Mr. Bart, amended minutes of the Regular Meeting on October 30, 2017* were approved viva voce.

***Dr. Kenny abstained.**

PERSONNEL

The next meeting is November 16, 2017.

The Personnel items were approved under one motion made by Mr. Stager, seconded by Mr. Bart.

Certified Staff – Appointments, Resignations & Leaves of Absence

1. Approval was given to adopt the attached resolution for employee #330432.*

***Ms. Borucki abstained.**

2. Approval was given for the following staff member to take a leave of absence as follows:*

Item	Last Name	First Name	Loc.	Position	Leave	Anticipated Dates
1.	Thompson	Christine	FAD	Resource Room	Medical	November 28, 2017-January 9, 2018

***Mr. Walker abstained.**

3. Approval was given to appoint Katheryn Lemerich, Vice Principal at Reading-Fleming Intermediate School, as the District Anti-Bullying Coordinator, effective November 14, 2017.*

***Ms. Borucki abstained.**

4. Approval was given to employ the following certified staff members for the 2017-2018 school year as per attached, subject to evaluation and reserving all rights.*

Item	Staff	Appendix
1.*	Tenured Teachers	A
2.*	Non-Tenured Teachers	B
3.	Leave Replacements	C

***Ms. Borucki abstained item 1, #269.**

***Mr. Walker abstained item 1 & 2.**

5. Approval was given to amend the 2017-2018 salary of the following staff members for advancement on the salary guide, effective January 1, 2018 as follows.*

Item	Last Name	First Name	Position/Location	From Salary/Degree/Step	To Salary/Degree/Step	Effective Date
1.*	Kosensky	Matthew	Grade 8 Science/JPC	\$53,715/BA/4	\$54,740/BA+15/4	January 1, 2018
2.*	Kucharski	Amy	PE & Health/RFIS	\$53,215/BA/3	\$54,240/BA+15/3	January 1, 2018

*Mr. Walker abstained item 1 & 2.

6. Approval was given to employ the following leave replacement for the 2017-2018 school year pending fingerprints and health exam.

Item	Last Name	First Name	Loc.	Position/Replacing	Effective Dates	Salary/Degree/Step	Certification/College
1.	Santoro	Krista	FAD	Guidance Counselor/ Mary Pepe	December 4, 2017 – June 30, 2018	Substitute Per Diem Rate (Days 1-20) (Day 21+) \$55,580/ MA/1 (prorated)	School Counselor/East Stroudsburg University/ Kean University

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

7. Approval was given to employ the following non-certified staff members for the 2017-2018 school year as per attached, subject to evaluation and reserving all rights.

Item	Staff	Appendix
1.	Secretaries	D
2.	Library Clerks	E
3.	Cafeteria Aides	F

8. Approval was given to amend the 2017-2018 salary of the following staff member to reflect certification, in alignment with the 2017-2018 FREA contract, retroactive to September 1, 2017.

Item	Last Name	First Name	Position/FTE/ Loc.	From Salary/Step/without Teaching Certification	To Salary/Step/With Certification	Effective Date
1.	Merzena	Kathryn	Library Clerk/ 57.14%/BS	\$32,727(prorated)/6	\$33,227(prorated)/6/ Elementary School Teacher	September 1, 2017

All Staff – Additional Compensation

9. Approval was given to employ the following staff members for extra compensation during the 2017-2018 school year as follows:

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate/Stipend
1.	Austra	Christopher	CO	Black Seal License	Contractual	\$400
2.	Dipple	Scott	CO	Black Seal License	Contractual	\$400
3.	Mulligan	David	CO	Black Seal License	Contractual	\$400
4.	Plichta	David	CO	Black Seal License	Contractual	\$400
5.	Powers	Seaman	CO	Black Seal License	Contractual	\$400
6.	Ruthe	Bryan	CO	Black Seal License	Contractual	\$400
7.	Schild	William	CO	Black Seal License	Contractual	\$400
8.	Shumate	James	CO	Black Seal License	Contractual	\$400
9.	Terelle	Frank	CO	Black Seal License	Contractual	\$400
10.	VanGalen	Ryan	CO	Black Seal License	Contractual	\$400
11.	Kish	Theresa	JPC	Up to 4 additional dates – Parent Teacher Conferences	Contractual	1/400 Annual Salary
12.	Finch	Kathryn	RFIS	Intramurals Advisor	300 hours shared	\$30.62/hr.

2.	Cherkezian	Donna	Increase the Reading Skills of Your Students Who Struggle the Most, New Brunswick, NJ	December 12, 2017	R,M	\$260
3.	Squicciarini	Therese	Increase the Reading Skills of Your Students Who Struggle the Most, New Brunswick, NJ	December 12, 2017	R,M	\$260
4.	Weil	Meredith	Judy Freeman's Winners! Workshop, Somerset, NJ	May 15, 2018	R,M	\$230
R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other						

Mr. Walker asked if all schools will receive orientation. Dr. Ruberto stated, yes.

Aye: Ms. Abbott Ms. Markowski **Nay: 0** **Abstain: 0**
 Mr. Bart Mr. Stager
 Ms. Borucki Mr. Walker
 Dr. Copeland Ms. Fallon
 Dr. Kenny

FACILITIES/OPERATIONS

The next meeting is November 14, 2017.

TRANSPORTATION

The next meeting is December 13, 2017.

Ms. Markowski noted we will begin negotiating for the bus drivers.

FINANCE

The next meeting is November 15, 2017.

The Finance item was approved under one motion made by Dr. Copeland, seconded by Ms. Borucki.

- Approval was given to accept the attached Comprehensive Annual Financial Report of the Flemington-Raritan Regional School District for the fiscal year July 1, 2016 to June 30, 2017, as prepared by Suplee, Clooney & Co. of Westfield, New Jersey, without any recommendations.

Aye: Ms. Abbott Ms. Markowski **Nay: 0** **Abstain: 0**
 Mr. Bart Mr. Stager
 Ms. Borucki Mr. Walker
 Dr. Copeland Ms. Fallon
 Dr. Kenny

POLICY

The next meeting is November 16, 2017.

A motion was made by Dr. Kenny, seconded by Mr. Stager.

Ms. Fallon asked about R 8320. Dr. Ruberto shared no changes as discussed in Personnel. R 8320 was tabled.

No action was taken on the first motion. A second motion was made.

The Policy item's 1-10 & 12 were approved under one motion made by Dr. Kenny, seconded by Mr. Stager.

1. Approval was given to present the following new policies and regulations for a 2nd reading and adoption, as attached:

- 1. P 2700 – Services to Nonpublic School Students (M)
- 2. R 6220 – Budget Preparation*
- 3. R 6350 – Competitive Contracting*
- 4. R 6470c – Payment of Claims – Charter Schools*
- 5. P 7100 – Long-Range Facilities Planning (M)
- 6. R 7100 – Long-Range Facilities Planning (M)
- 7. R 7230 – Gifts, Grants, and Donations*
- 8. R 7460 – Energy Conservation*
- 9. R 7513 – Rules for Playground Conduct*
- 10. R 7610 – Vandalism*
- 11. R 8320 – Personnel Records* tabled by Dr. Ruberto before motion was made.**
- 12. R 8468 – Crisis Response*

(per recommendations from the 2016-2017 District regulation audit)*

<p>Aye: Ms. Abbott Mr. Bart Ms. Borucki Dr. Copeland Dr. Kenny</p>	<p>Ms. Markowski Mr. Stager Mr. Walker Ms. Fallon</p>	<p>Nay: 0</p>	<p>Abstain: 0</p>
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SPECIAL SERVICES

The Special Services items were approved under one motion made by Ms. Abbott, seconded by Mr. Bart.

1. Approval was given to confirm the start of services of the following Teacher Assistant contracted through the Hunterdon County Educational Services Commission as per the contract during the 2017-2018 school year as follows:

Item	Last Name	First Name	Loc.	Effective Date
1.	Ruffa	Kelly	CH	November 20, 2017

2. Approval was given for Learning Tree Multilingual Evaluation & Consulting, Inc. to provide Child Study Team services, as needed, at a cost not to exceed \$1,000 per service for the 2017-2018 school year.

3. Approval was given to employ the following Transportation Aides during the 2017-2018 school year, pending fingerprints and health exam.

Item	Last Name	First Name	Purpose	Max # of Hours	Effective Date	Rate/Stipend
1.	Christman	Anita	Transportation/Substitute Transportation Aide	100	November 14, 2017	\$21.12/hr.

2.	Lucas	Jacquelyn	Transportation/Substitute Transportation Aide	100	November 14, 2017	\$21.12/hr.
3.	Moody	Stephanie	Transportation/Substitute Transportation Aide	100	November 14, 2017	\$21.12/hr.

Aye: Ms. Abbott Ms. Markowski **Nay:** 0 **Abstain:** 0
 Mr. Bart Mr. Stager
 Ms. Borucki Mr. Walker
 Dr. Copeland Ms. Fallon
 Dr. Kenny

MISCELLANEOUS

Information

1. Suspensions for the month of October:

School	Infraction	# of Days
JPC	Inappropriate behavior toward a staff member	1 Day
JPC	Vaping on school district transportation	3 Days

2. Drills to date for the 2017-2018 School Year:

Month	Fire Drills					
	BS	CH	FAD	JPC	RFIS	RH
September	09/08	09/08	09/13	09/07	09/15	09/08
October	10/11	10/02	10/23	10/10	10/18	10/23
Month	Security					
	BS	CH	FAD	JPC	RFIS	RH
September	09/14	09/15	09/20	09/19	09/14	09/15
October	10/04	10/20	10/23	10/16	10/13	10/24

3. Harassment, Intimidation & Bullying Investigations for the 2017-2018 school year:

School	Date of Incident	Report #	Classified HIB (Y/N)	Additional Action Taken
BS	10/6/17	2	No	Remedial measures outlined in report
BS	10/24/17	3	No	Remedial measures outlined in report
CH	10/12/17	1	No	Remedial measures outlined in report
JPC	9/7/17	2	No	Remedial measures outlined in report
JPC	9/7/17	3	No	Remedial measures outlined in report

Action Items

The Miscellaneous/Action items were approved under one motion made by Mr. Walker, seconded by Mr. Bart.

1. Approval was given for: The Flemington-Raritan Board of Education in the County of Hunterdon has completed the District Performance Review process and Statement of Assurance review process and hereby approves these documents and authorizes the Interim Superintendent to submit the attached District Performance Review and Statement of Assurance in compliance with the provisions of the New Jersey Quality Single Accountability Continuum, N.J.A.C. 6A:30-3.2.
2. Approval was given to accept the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, as attached.

3. Approval was given for “Jax,” Flemington Borough Police K-9 dog, to visit Reading-Fleming Intermediate School during the 2017-18 school year for the purpose of student education and to continue to foster positive community relations and partnership with the Police Department. Jax is insured under the Flemington Borough Police Department and is considered a sworn police officer.
4. Approval was given to accept the Harassment, Intimidation & Bullying Investigations presented on the October 30, 2017 Board Agenda, as follows:

School	Date of Incident	Report #	Classified HIB (Y/N)	Additional Action Taken
JPC	5 th Grade to Present	1	No	None

Ms. Fallon thanked Dr. Ruberto for her hard work on NJQSAC and thanked all those who participated.

Aye: Ms. Abbott Ms. Markowski **Nay: 0** **Abstain: 0**
 Mr. Bart Mr. Stager
 Ms. Borucki Mr. Walker
 Dr. Copeland Ms. Fallon
 Dr. Kenny

CORRESPONDENCE

Mr. Stager received two pieces of correspondence, one was a request for a more detailed explanation of the contract settlement and the other was a sales pitch for solar panels. Dr. Copeland asked if we will answer the first request. Ms. Fallon noted that it is not feasible to answer. Ms. Abbott offered a suggestion. Ms. Fallon noted that it is a difficult concept to share with public.

OLD BUSINESS

Ms. Fallon noted Administration at the Board of Education’s request reviewed the calendar to attempt to craft a new calendar for one meeting a month. Also discussed was cancelling the November 27th Board Meeting and this week’s Committee Meetings. It was decided to keep the December Committee Meetings and the December 11th Board Meeting. Mr. Bart is opposed to all suggested cancellations and moving to one Board Meeting a month. Ms. Borucki asked if we can take a poll on the Committee Meetings and if we have items to discuss. Dr. Ruberto clarified.

Dr. Copeland clarified questions being discussed, one, should we cancel the 11/27 meeting, two, should we cancel the November Committee Meetings, three, should we cancel the December Committee Meetings and four, do we look at the individual committees and see if they have to meet or not.

No motion was made to cancel the November 27th Board Meeting.

Ms. Fallon informed the Board that at the last meeting, the Board discussed the Security Committee and full Board updates regarding the efforts. Ms. Fallon asked Dr. Ruberto to give full Board updates in an Executive Session. Mr. Walker noted at the last meeting it was stated that there was a Board Representative on the Committee at one time. Ms. Fallon explained the prior process and that the Board representative was only in the beginning phases of the security upgrades. Dr. Copeland also reiterated the Board of Education representative was placed there while security upgrades were crafted and under way. He also noted, at the time, the Board representative was the Chairperson of the Finance Committee and was there for the costs involved. He shared it was decided when working with law enforcement, the Board Member was no longer needed on the Committee.

Ms. Fallon thanked Ms. Voorhees and facilities for the new Board Meeting set up.

Ms. Abbott congratulated Ms. Mitcheltree for her appointment to the Board of Education.

Ms. Fallon also noted that she hopes Ms. Fatooh stays involved.

NEW BUSINESS

Ms. Markowski noted the November 30th Hunterdon County Board Member meeting is with Mercer and Skillman Counties. She noted the topic is student achievement, finance and law. She also noted the New Jersey School Boards Meeting was November 3rd and Strategic Plans, the audit and technical assessment were reviewed and approved.

Mr. Bart congratulated Ms. Mitcheltree and also noted the two candidates ran a dignified campaign.

Mr. Bart asked the Policy Committee to investigate remote access for the public Board Meeting.

Mr. Bart asked if we are making any progress towards a Board Retreat. Dr. Ruberto offered as Interim Superintendent that she can provide a retreat to give the Board Professional Development.

Dr. Copeland asked about the pending FREA contract and do we have a tentative timeline of when the Board will vote on it. He is concerned, if left until January, this Board may have three non-voting members on the teachers' contract. Ms. Voorhees reviewed the timeline for all the steps and noted the attorneys have the contract. She stated once she has it back from the attorneys, it will go to the FREA for their review, once both parties' sign off it will be brought back for final approval. Ms. Voorhees is hoping by the December 11th meeting it will be completed in final format for the Board to accept. Dr. Copeland asked, will this Board or the new Board vote on the contract. He stated all the components have already been approved.

Mr. Bart stated there were questions surrounding his volunteer efforts. He noted he resigned from the Treasury position for the PTO. He shared that he believes he did not cross the line and that the community needs good volunteers.

Mr. Walker congratulated Ms. Mitcheltree and also hopes that Ms. Fatooh stays involved.

Mr. Walker questioned the attendance times of the Parks and Recreation programs. Several Board Members noted that they are facility users. Ms. Voorhees noted our Policy spells out the criteria. Mr. Walker stated we want our students to be of sound mind. Dr. Ruberto does not feel we should administer community programs.

CITIZENS ADDRESS THE BOARD

Rachel Ladd, parent, stated that Reach is inviting adults only, to the ribbon cutting ceremony on December 2nd from 5:00 p.m. to 7:00 p.m. at Little Angels on Route 12, Flemington. She stated everyone is invited.

Ms. Borucki congratulated Ms. Mitcheltree.

On the motion of Ms. Borucki, seconded by Mr. Stager, the meeting was adjourned at 9:33 p.m. viva voce.

Respectfully Submitted,

Stephanie Voorhees
Business Administrator/Board Secretary
2017 Board Meetings
November 27
December 11