

FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
REGULAR MEETING
November 27, 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 7:13 p.m. in the Auditorium at the J.P. Case Middle School.

Members Present

Jessica Abbott

Tim Bart

Sandra Borucki

Marianne Kenny

Laurie Markowski

Christopher Walker

Anna Fallon

Members Absent

Dennis Copeland

Michael Stager

Ms. Fallon noted there was no Executive Session due to the lack of a quorum. There was a Committee Meeting held prior to the meeting.

SUPERINTENDENTS REPORT

Mr. and Dr. Ruberto did the turkey trot. She shared a story about seeing students. She also shared that she did notice that teachers are working 2nd jobs as she saw them in stores. Dr. Ruberto shared the addendum presented this evening. She stated Under the Big Top was an excellent performance. Dr. Ruberto noted Veterans Day and that she attended school events. She noted she will bring a facility user request from Hunterdon Harmonizers back to the Facilities/Operations Committee. She received two pieces of correspondence one was from a Robert Hunter parent, regarding how clean the school is. She also shared a letter regarding the Veterans assembly at J.P. Case and thought it was an excellent event and stated Ms. Tamburino did an excellent job organizing everything. She noted the Strategic Plan is underway and she will be holding informal coffees. She stated Mr. DeMarco passed his Doctoral test and offered him congratulations. She stated at the December 11th Board Meeting the J.P. Case Chorus will be performing and there will be cake. She stated she will also be giving her mid-year Goal status at that meeting and the organizational chart will also appear on the agenda. She discussed the job descriptions being approved this evening. Dr. Ruberto noted she monitors student attendance and it is approximately at 96%. She noted the PAARC participation rate/student attendance rate are standards within compliance with ESSA. The winter concerts are listed on the website. She discussed the climate survey and asked for direction. She concluded by stating that, "No Homework" nights are being crafted.

CITIZENS ADDRESS THE BOARD

Susan Ingram, resident, asked about Personnel item #9, is this another 3%. Dr. Ruberto stated no, it's another .5% on top of 2.5 up to 3%. Ms. Ingram also expressed concern that teachers are not making these amounts. Dr. Ruberto explained the need to create a value base to award appropriate increases.

Mr. Walker asked for clarification before the minutes are approved. He questioned two sentences in the minutes and wanted them amended. Ms. Voorhees stated the minutes are not verbatim. He would like to change the minutes to read as follows, "Mr. Walker questioned the **late** attendance times of the Parks and Recreation programs **on school nights of young elementary students**". The second change is, "Mr. Walker stated we want our students to be of sound mind **with a healthy body to start a school day the next morning**." Ms. Voorhees shared that his clarification would be included in these minutes.

On the motion of Ms. Borucki, seconded by Ms. Abbott, minutes of the Regular Meeting on November 13, 2017 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 October 2017 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 2017-2018.

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 October 31, 2017. As of these dates, sufficient funds are available to meet the district’s known financial obligations for the remainder of school year 2017-2018.

On the motion of Mr. Bart, seconded by Ms. Markowski, approval was given to accept the Reports of the Secretary and Treasurer of School Monies for the month of October 2017.

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

PERSONNEL

The next meeting is TBD - January.

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

Ms. Borucki asked if she could vote on the job descriptions. Ms. Fallon cautioned Ms. Borucki. Ms. Voorhees felt it was ok to vote on.

Certified Staff – Appointments, Resignations & Leaves of Absence

1. Approval was given to adopt new job descriptions for the following positions, as attached:
 1. Director of Pupil Personnel Services
 2. Supervisor of Pupil Personnel Services & Special Education

2. Approval was given to adopt revised job descriptions for the following positions, as attached:*
 1. School Nurse
 2. School Counselor

***Mr. Walker abstained.**

3. Approval was given to amend the salary of Kelliann TenKate, Supervisor of Pupil Personnel Services & Special Education, to \$120,000 retroactive to July 1, 2017.*

***Ms. Borucki abstained.**

4. Approval was given to accept the resignation of the following certified staff member:

Item	Last Name	First Name	Loc.	Position	Purpose	Effective Date
1.	Fiorentino	Jessica	SS	Social Worker	Resignation	January 15, 2018

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

Item	Last Name	First Name	Loc.	Position	Type of Leave	Leave	Anticipated Dates
1.	Corson	Seth	JPC	Computers	Paternity	FMLA	January 8, 2018-February 20, 2018

***Mr. Walker abstained.**

6. Approval was given to confirm the leave of absence for the following staff member:*

Item	Last Name	First Name	Loc.	Position	Type of Leave	Leave	Anticipated Dates
1.	Yoos	Dorothy	CH	Grade 1	Medical	Disability	November 14, 2017-December 5, 2017
						Unpaid	December 6, 2017-January 14, 2018

***Mr. Walker abstained.**

7. Approval was given to confirm the employment of the following leave replacement for the 2017-2018 school year, pending fingerprints and health exam.*

***Ms. Borucki abstained.**

Item	Last Name	First Name	Loc.	Position/ Replacing	Effective Date	Salary/Degree/Step	Certification/College
1.	Dallenbach	Elise	FAD	Resource Room/ Christine Thompson	November 20, 2017- January 11, 2018	Sub Per Diem Pay (Days 1-20) \$52,355(prorated)/BA/1	Teacher of the Handicapped/The College of New Jersey/Lynchburg College

8. Approval was given to amend the November 13, 2017 motion:*

to employ the following certified staff members for the 2017-2018 school year, subject to evaluation and reserving all rights.

Item	Last Name	First Name	Loc.	Position	Tenure Date	Degree	Salary	FTE %	Step
39.	La Tournous	Ana	RH	World Language - Spanish	10/26/2019	Teacher/BA	\$47,893.50	90.00	3

to read:

Item	Last Name	First Name	Loc.	Position	Tenure Date	Degree	Salary	FTE %	Step
39.	La Tournous	Ana	RH	World Language - Spanish	10/26/2019	Teacher/BA	\$44,144.26	82.95	3

***Mr. Walker abstained.**

**Reflects accurate FTE and Salary*

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

9. Approval was given to amend the salaries of the non-certified, non-aligned staff members for the 2017-2018 school year to reflect an increase of 3%, retroactive to July 1, 2017, as attached.*

***Ms. Fallon voted no.**

10. Approval was given to employ the following Translators/Interpreters for the 2017-2018 school year as follows:

Item	Last Name	First Name	Purpose	Max # of Hours	Rate
1.	Esparza	Isabela	Translator/Interpreter	20	\$30.62

All Staff – Additional Compensation

11. 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.	Mauro	Laura	FAD	CPR/AED-Cafeteria Aide	3 hrs.	Hourly
2.	Rosengarden	Melanie	CH	CPR/AED/First Aid Instruction	50 hrs.	Hourly
3.	Sheenan	Megan	RFIS	Home Instruction	100 hrs.	\$30.62/hr.

12. Approval was given to amend the November 13, 2017 motion:

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
4.	Finch	Kathryn	RFIS	Intramurals Advisor	300 hours shared	\$30.62/hr.

to read:

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate/Stipend
4.	Finch	Katherine	RFIS	Intramurals Advisor	300 hours shared	\$30.62/hr.

13. Approval was given to amend the August 28, 2017 motion:

to employ the following staff members for additional compensation during the 2017-2018 school year. Salary to be amended at the conclusion of negotiations.

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate/Stipend
88.	Marsh	Aileen	RFIS	RFIS Singers Club Advisor	30	\$30.62/hr.

to read:

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate/Stipend
88.	Marsh	Aileen	RFIS	RFIS Singers Club Advisor	26	\$30.62/hr.

14. Approval was given to employ the following Reading-Fleming Intermediate School staff member for additional compensation during the 2017-2018 school year:

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hour	Rate/Stipend
1.	Guckin	Susan	RFIS	RFIS Singers Club Advisor	4	\$30.62/hr.

Substitutes

15. Approval was given to employ the following applicants as Substitutes for the 2017-2018 school year pending fingerprinting:

Item	Last Name	First Name
1.	Casto	Amanda
2.	Kerrigan	Carla
3.	O'Connor	Lisa
4.	Rivas	Jaclyn
5.	Wright	Chapin

Field Placements

16. Approval was given for the following student to complete observation hours:

Item	Last Name	First Name	College	Loc.	Max. # of Hours	Dates
1.	Zauzig	Lauren	Rider University	RH	3	November 28, 2017-December 7, 2017

17. Approval was given to amend the October 30, 2017 motion:

to allow students from Hunterdon County Polytech to do classroom observations at Francis A. Desmares School and Reading-Fleming Intermediate School from October 26, 2017 through December 10, 2017, two days per week, two hours per day.

to read:

to allow students from Hunterdon County Polytech to do classroom observations at Francis A. Desmares School and Reading-Fleming Intermediate School from October 26, 2017 through December 22, 2017, two days per week, two hours per day.

Aye: Ms. Abbott Ms. Markowski Nay: Ms. Fallon-#9 Abstain: Ms. Borucki-#'s 3 & 7
 Mr. Bart Mr. Walker Mr. Walker-#'s 2, 5, 6 & 8
 Ms. Borucki Ms. Fallon
 Dr. Kenny

CURRICULUM, PROFESSIONAL DEVELOPMENT, ASSESSMENT, TECHNOLOGY & GRANTS

The next meeting will be December 6, 2017.

The Curriculum items were approved under one motion made by Ms. Borucki, seconded by Mr. Bart.

1. Approval was given to purchase the following items that exceed the \$40,000 bid threshold using a State Contract.

Item	Quantity	Description	Total Cost	Vendor
1.	90	Dell Latitude 3380 BTX Laptops	\$58,405.50	Candoris Technologies

2. Approval was given to accept the following curriculum, professional development, and/or technology-related donation for the 2017-2018 school year.

Item	Donation	Value	Location	Funding Source
1.	John Marshall Weather Assembly	\$1,600	CH	PTO

3. 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.	Brennan	Elizabeth	NJ Association of School Psychologists Winter Conference 2017, East Windsor, NJ	December 8, 2017	R	\$175
2.	Tarantula	Daniel	NJ Association of School Psychologists Winter Conference 2017, East Windsor, NJ	December 8, 2017	R	\$120
3.	Bland	Daniel	Techspo'18, Atlantic City, NJ	January 24-26, 2018	R,M,L,F,O	\$975
4.	Ruberto	Johanna	Techspo'18, Atlantic City, NJ	January 24-26, 2018	R,M,L,F,O	\$975
R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other						

Ms. Fallon asked about the need for the 90 laptops. Dr. Ruberto responded that some devices are not supporting windows 7 by Microsoft and the Technology Department needs to start to phase in new ones.

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

FACILITIES/OPERATIONS

The next meeting will be December 5, 2017.

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

1. Approval was given to accept the following donation for the 2017-2018 school year.

Item	Donation	Value	Location	Funding Source
1.	Outdoor eating area	\$31,318.74	BS	PTO

The Board recognized the tremendous effort made by the Barley Sheaf PTO and thanked them.

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

TRANSPORTATION

The next meeting will be December 13, 2017.

Ms. Markowski noted they are starting on bus drivers negotiations and will be having a meet and greet this Wednesday.

FINANCE

The next meeting will be December 6, 2017.

The Finance items were approved under one motion made by Ms. Borucki, seconded by Mr. Bart.

1. Approval was given of the attached transfer list from October 25, 2017 to November 20, 2017.
2. Approval was given of the attached bill list for the month of November totaling \$2,273,933.78.

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

POLICY

The next meeting is TBD-January.

The Policy items were approved under one motion made by Dr. Kenny, seconded by Ms. Markowski.

1. Approval was given to present the following new regulation for a 2nd reading and adoption, as attached:
 1. R 8320 – Personnel Records*
 (*per recommendations from the 2016-2017 District regulation audit; tabled by the BOE, 11/13/17; reviewed by Board Personnel Committee, 11/16/17.)

2. Approval was given to adopt the following revised policies and regulations, as attached:

1. P 1240 – Evaluation of Superintendent (M)
2. R 1240 – Evaluation of Superintendent (M)
3. P 3221 – Evaluation of Teachers (M)
4. R 3221 – Evaluation of Teachers (M)
5. P 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
6. R 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
7. P 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
8. R 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
9. P 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M)
10. R 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M)
11. P 3240 – Professional Development for Teachers and School Leaders (M)
12. R 3240 – Professional Development for Teachers and School Leaders (M)
13. P 5200 – Attendance (M)
14. R 5200 – Attendance (M)
15. P 5210 – Absences and Excuses
16. R 5210 – Absences and Excuses
17. R 5230 – Late Arrival and Early Dismissal
18. P 5610 – Suspension (M)
19. R 5610 – Suspension (M)
20. P 5620 – Expulsion (M)

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

SPECIAL SERVICES

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

1. Approval was given to confirm the end 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.	Hewitt	Colin	JPC	November 22, 2017

2. 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.	Walsh	Marybeth	CH	November 28, 2017

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

MISCELLANEOUS

Information Items

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

School	Date of Incident	Report #	Classified HIB (Y/N)	Additional Action Taken
JPC	10/6/17-10/12/17	4	Yes	Remedial measures outlined in report.
JPC	10/23/17-10/25/17	5	No	None

Action Items

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

1. Approval was given to adopt the revised Student Calendar for the 2017-2018 school year, as attached.
2. Approval was given to adopt the attached schedule of Board of Education meetings and Reorganizational meetings January - December 2018.
3. Approval was given to accept the Harassment, Intimidation & Bullying Investigations presented on the November 13, 2017 Board Agenda, as follows:

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

Mr. Bart asked about the change to the calendar. Dr. Ruberto shared because of the continued lack of substitute nurses, even though we have contracted with five agencies, it is still not going well. She stated that instead of having the Kindergarten registration the same day for all schools, dates were changed to be proactive and stagger them.

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

CORRESPONDENCE

None

OLD BUSINESS

Dr. Ruberto commended the Policy Committee for bringing forth over 100 policies for approval. She also noted they spent much time on student attendance.

Ms. Fallon asked the Board to give a brief update on goals. Goal 1 - Ms. Abbott noted they are working on the Superintendent search and gathering firms and will set up interviews for the full Board. Mr. Bart suggested we interview all firms. It was noted that interviews will be public. Goal 2 – Mr. Bart and Ms. Markowski reported on Communication and reviewing the policies. The NJSBA was also requested to talk to the Board about communication. It was suggested the NJSBA be present, possibly at a February Board Retreat. A consultant may be used. Goal 3 – Mr. Walker reported on Governance. He is hoping to have the Board approve it in December. It was noted that the Governance and Communication Goals overlap in places.

Ms. Abbott noted the climate survey is not forgotten. Dr. Ruberto shared that the climate survey will provide baseline data. Mr. Bart stated it was tabled in June and it is still not done. He suggested it still be done. Ms. Abbott asked what the Board can do to support the Superintendent. Dr. Ruberto suggested she and Mr. Bland work to make a suggestion. She noted that the NJDOE has a sample survey that could be modified. Ms. Voorhees explained a scientific survey vs. perceptive survey. Dr. Ruberto stated the survey is important. Ms. Fallon suggested the Board re-discuss this in a Committee meeting. Dr. Ruberto and Mr. Bland will gather information and will bring it to the Policy Committee. They will then report it to the full Board.

Mr. Bart asked for a Board Retreat date. Ms. Fallon requested a Saturday in January or February. She asked the Board to send her dates with their availability.

Dr. Ruberto noted election results were confirmed and congratulated Ms. Mitcheltree on her upcoming appointment to the Board.

NEW BUSINESS

Mr. Bart referred to Policy 155 and proposed that the Facilities/Operations Committee include Security. He asked the Policy Committee to review and to add this to one of our Committees in policy. The Board agreed to place Security in Finance.

CITIZENS ADDRESS THE BOARD

Anabela Tavares, FREA, expressed concern for item #8 under Personnel. Dr. Ruberto apologized and stated the item should have been pulled and will be amended.

Manish Saxena, parent, shared that at J&J, his place of employment, they do climate surveys. He shared that defining outcomes is important. He also spoke about Security and stated it belongs in the Finance Committee. He noted he has a special needs student and noted he has a 4th new Case Manager. He has concerns with Special Services and feels they need more training. Dr. Ruberto confirmed that Special Services needs work, structure and order. She said the staff is good but there are gaps in the processes. Dr. Ruberto shared we are working on developing a more structured program. Mr. Saxena would like to see progress. Mr. Saxena is advocating for all Special Education students. Dr. Ruberto shared that processes have been crafted and the department is moving forward. Mr. Saxena asked for a date for completion of restructure. Ms. Fallon shared that Special Services has been a very serious concern and that the Board is working to achieve goals. Ms. Fallon stated we are also advocates for all children, she assured him that the Board is focused. Mr. Saxena asked for a special presentation. Ms. Fallon stated the Board added Special Education to the agenda a few years ago. Ms. Fallon further explained that Administrators are crafting and correcting processes and procedures.

On the motion of Ms. Borucki, seconded by Mr. Bart, the meeting was adjourned at 8:45 p.m. viva voce.

Respectfully Submitted,

Stephanie Voorhees
Business Administrator/Board Secretary

2017 Board Meetings

December 11