

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:00 p.m.
March 17, 2020

MINUTES

Call to Order by Board President – Open Public Meetings Act – Roll Call

Laura Simon called the meeting to order at 7:00 p.m. and announced that the meeting was being held in compliance with the Open Public Meetings Act (N.J.S.A. 10:4-6-21) and was open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon County Democrat and Courier News. Formal action was taken.

Present: Ray Egbert, Carol Hample, Robyn Mikaelian, Carolyn Podgorski, Andrew Saunders, Thomas Wallace, Anna Shinn, Laura Simon

Also Present: Dr. Jonathan Hart, Superintendent, Jason M. Bohm, Business Administrator/Board Secretary

Absent: Eric Zwerling

Flag Salute

Superintendent's Report

- Dr. Hart presented the tentative 2020-2021 budget to the public. The budget shall be sent to the State of New Jersey for review, and the final budget shall appear on the April 28th board meeting for approval
- Dr. Hart announced tentative plans for an Earth Day celebration event on April 22, 2020. All four (4) schools have achieved Green Ribbon recognition as of 2020 which is a tremendous accomplishment
- Dr. Hart provided an overview of the adjusted 2019-2020 district calendar as a result of COVID-19, a global pandemic. Our district preparedness plan covers equity of access to all students to ensure continuity of education.
 - There is a bylaw allowing for virtual meetings if necessary

OPEN TO THE PUBLIC (LIMITED TO ACTION ITEMS ON THE AGENDA)

- None

CORRESPONDENCE

- B.M. Email - COVID-19

ADMINISTRATIVE REPORTS

Motion to adopt 1.01-1.02

Motion: Mrs. Shinn Second: Mr. Wallace Roll Call Vote: Carried 8 Yes

1.01 February 2020 Enrollment and Drill Reports

1.02 Motion to accept the HIB reports and affirm the Superintendent's decision on the following cases:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
6	HBS	2/14/2020	Yes

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mr. Wallace Second: Mrs. Shinn Roll Call Vote: Carried 7 Yes
(Mrs. Simon abstained 2.01 - 2.02)

2.01 Motion to approve the Meeting Minutes February 25, 2020.

2.02 Motion to approve the Executive Session Meeting Minutes February 25, 2020.

FINANCE/FACILITIES

Committee Report: Ray Egbert provided minutes of the meeting held on Tuesday, March 3, 2020.

Motion to adopt 3.01 - 3.12

Motion: Mr. Wallace Second: Mr. Egbert Roll Call Vote: Carried 8 Yes

3.01 Motion to approve the **Bill List** for the period from **February 27, 2020** through **March 18, 2020** for a total amount of **\$1,403,704.07**.
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of March 17, 2020** for a Total amount of **\$2,360.05**.
(Attachment 3.02)

3.03 Motion to approve the YMCA School Age Child Care Program for the 2020-2021 and 2021-2022 school years.
(Attachment 3.03)

3.04 Motion to approve an agreement with Sander Mechanical Service for crane services in the amount of \$3,972 relating to the New Jersey Direct Install program to perform energy upgrades at Whitehouse and Three Bridges Schools in the 2020-2021 school year.
(Attachment 3.04)

3.05 **Tentative Budget Adoption 2020-2021**

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 school year and that the Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline of March 20, 2020 as follows:

General Fund Current Expense	\$33,177,755
General Fund Capital Outlay	\$ 1,645,411
Special Revenue Fund	\$ 390,470
Debt Service Fund	<u>\$ 2,049,038</u>
Total Tentative Budget	\$37,262,674

(Attachment 3.05 & 3.05c)

3.06 **Amount to be Raised for Taxes**

BE IT RESOLVED that the Board of Education acknowledge that the following amounts be raised in local taxes to support these funds included in the tentative budget:

General Fund	\$30,237,361
Debt Service Fund	<u>\$ 2,041,923</u>
Total Local Taxes Required	\$32,279,284

3.07 **Advertise Tentative Budget for Public Hearing**

BE IT RESOLVED that the Board of Education authorize the advertisement of

the tentative budget in the Hunterdon Democrat in accordance with the format provided by the State Department of Education and according to law and establish that the public hearing be held in the Holland Brook School, 52 Readington Road, Whitehouse, NJ on April 28, 2020 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2020-21 school year.

3.08 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, the Board may use the capital reserve account to implement a capital project in the Readington Township School District's ("District") Long Range Facility Plan ("LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay major account/fund to fund the total costs, less any excess costs, of a school facilities project; and

WHEREAS, Holland Brook School Partial Roof Replacement Project, Three Bridge School Boiler Project, and District-Wide IT, Lighting and Security Upgrade Projects ("Projects") are a school facilities projects included in the District's LRFP; and

WHEREAS, the Board intends to transfer \$1,357,718 from its capital reserve account to its capital outlay/major account to fund the total costs of the Projects;

NOW, THEREFORE, BE IT RESOLVED that:

1 The Board of Education hereby authorizes the use of capital reserve to fund these Projects.

2 The Board hereby approves the total transfer of \$1,357,718 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Projects.

3.09 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") has established an emergency reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, the Board may use the emergency reserve account to finance school security improvements including a capital project in the Readington Township School District's ("District") Long Range Facility Plan ("LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by Resolution, transfer funds from the emergency reserve account to the line items in the capital outlay major account/fund to fund a portion of the total costs, less any excess costs, of a school facilities project for school improvements; and

WHEREAS, district-wide security upgrades ("Projects") are a school facilities projects included in the District's LRFP reflecting a school improvements; and

WHEREAS, the Board intends to transfer \$22,282 from its emergency reserve account to its capital outlay/major account to fund a portion of the total costs of the Project;

NOW, THEREFORE, BE IT RESOLVED that:

1 The Board of Education hereby authorizes the use of emergency reserve to fund this Project.

2 The Board hereby approves the total transfer of \$22,282 from the emergency reserve account to the capital outlay/major account/fund to fund a portion of the total costs, less any excess costs, of the Project.

3.10 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") has established a maintenance reserve account pursuant to N.J.S.A. 18A:23A-14 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, the Board may use the maintenance reserve account to implement required maintenance activities for a school facility in the Readington Township School District as required pursuant to N.J.S.A. 18A:23A-14(d); and

WHEREAS, pursuant to N.J.A.C. 6A:23A-14(d), the Board may, by resolution, transfer funds from the maintenance reserve account to the line items in the maintenance appropriations to fund the total costs of required maintenance activities and/or projects; and

WHEREAS, the Board has a desire to complete maintenance activities and/or projects; and

WHEREAS, the Board intends to transfer \$190,000 from its maintenance reserve account to its maintenance appropriations account to fund the total costs of the maintenance activities and/or projects;

NOW, THEREFORE, BE IT RESOLVED that:

1 The Board of Education hereby authorizes the use of maintenance reserve to fund these activities and/or projects.

2 The Board hereby approves the total transfer of \$190,000 from the maintenance reserve account to the maintenance appropriations to fund the total costs of these activities and/or projects.

3.11 Motion to approve the following resolution:

WHEREAS, the State of New Jersey generated automatically an allowable adjustment for increase in health care costs, and

WHEREAS, per the unused spending authority N.J.S.A. 18A:7F-39, or commonly referred to as “banked cap” a portion of which was generated in the amount of \$79,580 in budget year 2017-2018, and

NOW, THEREFORE, BE IT RESOLVED that the Readington Township Board of Education (the “Board”) included “banked cap” in the 2020-2021 base budget in the amount \$79,580 from 2017-2018. The inclusion of the \$79,580 of “banked cap” is to help support mental health and behavioral programs, social and emotional learning programs, autism programs and special needs student costs. The implementation of these programs will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time.

3.12 Approval of Resolution – School District Accountability – A-5

WHEREAS, the State of New Jersey has enacted P.L. 2007, An Act Concerning School District Accountability (A-5) requiring boards of education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members, and

WHEREAS, A-5 became effective on March 15, 2007 and requires prior approval of all travel and conference costs with registration costs in excess of \$150 before they are incurred, and

WHEREAS, such travel expenditures shall include, but not limited to, all costs for transportation, meals, lodging and registration and conference fees to and for the travel event, and

WHEREAS, the Board of Education must establish an annual maximum per employee for regular business travel and that annual maximum where prior board approval is not required is \$1,500, and

WHEREAS, the Board of Education elects to exclude travel expenditures by federal funds from the maximum travel expenditure amount and acknowledges the following travel costs for federal programs:

2019-2020 Maximum Travel Budget	\$50,000
2019-2020 Expenditures through 3/17/20	\$19,817
2020-2021 Maximum Travel Budget	\$50,000

NOW THEREFORE BE IT RESOLVED, that the following budget and expended amounts are acknowledged and costs of travel and conferences through the use of local and state funds are approved for the 2019-2020 school year and the 2020-2021 school year:

2019-2020 Maximum Travel Budget	\$100,000
2018-2020 Expenditures through 3/17/20	\$ 42,553
2020-2021 Maximum Travel Budget	\$100,000

EDUCATION/TECHNOLOGY

Committee Report - Carol Hample provided minutes of the meeting held on March 9, 2020.

Motion to adopt 4.01 - 4.06

Motion: Mr. Egbert Second: Mr. Wallace Roll Call Vote: Carried 8 Yes

4.01 Motion to submit an amendment to the following for year 2019-2020 grant applications and acceptance of funds:

ESSA \$2,105.00 Title IIA:
 From: 200-500 (professional development workshops)
 To: 200-600 (supplies)

4.02 Motion to ratify and approve home instruction for student H-193 from February 28, 2020 through March 28, 2020 for 5 hours per week. Services to be provided by Professional Education Services, Inc. at a rate of \$30.00 per hour.

4.03 Motion to accept the Superintendent's recommendation and approve the following college student placements in the Readington Township School District for school year 2020-2021 as follows:

STUDENT	SCHOOL/PROGRAM	COOPERATING TEACHER/SCHOOL	EFFECTIVE DATES
Bryanna Hutzler	Western Governors University/ Student Teacher	Jennifer Higdon/ HBS	Fall Semester 2020
Rebecca Schiff	TCNJ/ School Counselor- Practicum & Internship	Christine Crielly/ RMS	Fall Semester 2020 (Practicum) Spring Semester 2021 (Internship)

4.04 Motion to adopt the following fundraiser for the 2019-2020 school year:

SCHOOL	FUNDRAISER	RECIPIENT
HBS	Build a Well - Shoe Drive	Water for South Sudan

4.05 Motion to adopt the following additional field trip for the 2019-2020 school year.

SCHOOL	GROUP	TRIP	LOCATION	COST TO PARENT
RMS	Life Skills 6-8	Mailboxes Business Center and Philly Pretzel Factory	Hillsborough NJ	\$0

4.06 Motion to accept a donation in the amount of \$1,000 from an anonymous donor to provide meal assistance to eligible students on the free and reduced program.

PERSONNEL

Committee Report - Anna Shinn provided minutes of the meeting held on March 3, 2020.

Motion to adopt 5.01 - 5.07

Motion: Mr. Wallace

Second: Mrs. Shinn

Roll Call Vote: Carried 8 Yes

5.01 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teacher/Aide/Nurse/Bus Driver** paid at the applicable substitute rates, in the Readington Township District, pending satisfactory completion of employment requirements:

NAME	POSITION
Alexandra Collado	Substitute Teacher/Aide
Kristen Turvey	Substitute Teacher/Aide

5.02 Motion to accept and acknowledge the following retirements with appreciation for their years of service:

NAME	POSITION	EFFECTIVE DATE
Karen Tucker	Supervisor of Pupil Services (BOE) 10-05-D1/aul	07/01/2020
Geraldine Fiori	Social Worker (RMS) 20-01-D2/akc	07/01/2020

5.03 Motion to accept the Superintendent's recommendation and ratify the following appointment:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Kirsten Turvey	LTS Teacher/ Language Arts (RMS) 20-01-D2/aem	Substitute rate for the first 20 consecutive days, \$56,970.00 BA+15, Step 1 per diem rate thereafter	On or about 03/18/2020

5.04 Motion to approve the following Readington Middle School teachers as advisors for Central Office Detention for the 2019-2020 school year at the contractual rate:

NAME
Brian O'Neil Courtney Calamito Ann Roarty - Substitute Lauren Greenberg - Substitute

- 5.05 Motion to accept the Superintendent's recommendation and approve the new Bus Driver Salary Guide effective July 1, 2020.
(Attachment 5.05)
- 5.06 Motion to approve the 2020-2021 holiday schedules for custodians/maintenance, secretaries, administrators, and technology staff.
(Attachment 5.06)
- 5.07 Motion to approve Brian O'Neil as RMS Boys Lacrosse Coach B for Readington Middle School for the 2019-2020 school year at a stipend of \$3,800.

COMMUNICATION

Committee Report- None

Motion to adopt 6.01 - 6.02

Motion: Mr. Wallace Second: Mrs. Shinn Roll Call Vote: Carried 8 Yes

- 6.01 Motion to accept the Superintendent's recommendation to approve the revised Calendar for the 2019-2020 school year.
(Attachment 6.01)
- 6.02 Motion for the Board of Education suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Bylaw and adopt Bylaw 0155.1 - Board Member Participation at Board Meetings Using Electronic Device with one reading in order to have this Bylaw effective as soon as necessary.
(Attachment 6.02)

UNFINISHED BUSINESS

- None

NEW BUSINESS FROM BOARD

- None

OPEN TO THE PUBLIC

- None

EXECUTIVE SESSION - 7:30 pm.

Motion: Mrs. Shinn Second: Mr. Wallace Roll Call Vote: Carried 8 Yes

Motion to adopt the following resolution:

Resolved to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss HIB and negotiations for approximately 30 minutes at which time the Board expects to return to Public Session where action shall not be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

Tom Wallace and Robyn Mikaelian left the meeting at 7:38 p.m.

RETURN TO PUBLIC SESSION - 7:50 p.m.

Motion: Mrs. Shinn Second: Mr. Egbert Roll Call Vote: Carried 6 Yes

ADJOURNMENT

Motion to Adjourn at 7:51 p.m.

Motion: Mrs. Hample Second: Mrs. Shinn Roll Call Vote: Carried 6 Yes

Respectfully submitted,

**Jason M. Bohm
Business Administrator/Board Secretary**

**Laura Simon
President, Board of Education**