

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room

Regular Meeting 7:00 p.m.

April 24, 2018

MINUTES

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

Laura Simon called the meeting to order at 7:00 pm 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: Wayne Doran, Ray Egbert, Carol Hample, Robyn Mikaelian, Melissa Szanto, Thomas Wallace, Laura Simon

Also Present: William DeFabiis, Interim Superintendent, Jason M. Bohm, Business Administrator/Board Secretary

Absent: Eric Zwerling, Anna Shinn

Flag Salute

SUPERINTENDENT'S REPORT

- Dr. DeFabiis discussed the Budget that was on this agenda for adoption and thanked the Board for their support, particularly on safety and security.
- HIB investigation was still ongoing. The results of the matter should conclude next week.
- Dr. DeFabiis recognized the Robotic Club Advisor, Ryan Newcamp, and his Robotic Team at their fine showing at the Middle School Technical Design Challenge at Bridgewater Middle School.
- Mr. Hylkema was congratulated for presenting at the Midwest Band/Orchestra Conference

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

- None

CORRESPONDENCE

- Email C.F.
- Email K.W.

ADMINISTRATIVE REPORTS

Motion to adopt 1.01

Motion: Mr. Doran Second: Mr. Wallace Roll Call Vote: Carried 7 Yes

1.01 March 2018 Enrollment and Drill Reports

MINUTES

Motion to adopt 2.01 – 2.02

Motion: Mr. Wallace Second: Mr. Egbert Roll Call Vote: Carried 7 Yes

2.01 Motion to approve the Meeting Minutes April 10, 2018.

2.02 Motion to approve the Executive Meeting Minutes April 10, 2018.

FINANCE/FACILITIES

Committee Report: Mr. Egbert provided a report from meeting held April 24, 2018.

Motion to adopt 3.01 – 3.15

Motion: Mr. Egbert Second: Mr. Doran Roll Call Vote: Carried 7 Yes

3.01 Motion to approve the **Bill List** for the period from **April 12, 2018** through **April 25, 2018** for a total amount of **\$583,624.56**.
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule April 24, 2018** for a total amount of **\$8,420.04**. (Attachment 3.02)

3.03 Motion to approve **Payroll for the month of March 2018** for a total amount of **\$1,926,586.08**. (Attachment 3.03)

3.04 Motion to approve the following revised **Account Transfers** for **March 1, 2018 through March 31, 2018**. (Attachment 3.04 - 3.04a)

- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: March 31, 2018 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2018 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1.

Jason M. Bohm, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of March 31, 2018 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and further, that we approve the Board Secretary and Treasurer's Reports subject to audit for the period ending March 31, 2018. (Attachment 3.05 & 3.05a)

- 3.06 Motion to accept funding or services from the Township of Readington in the amount of \$92,100.00 relating to the NJ 319(h) grant for water quality improvements and reducing non-point source pollution relating to the Readington Middle School Detention Basin Retrofit Project.
- 3.07 Motion to approve the following resolution:

RESOLUTION

WHEREAS, the Readington Township Board of Education ("Board") advertised for bids for the Readington Middle School Detention Basis Retrofit (the "Project"); and

WHEREAS, on April 10, 2018, the Board opened bids for the Project; and

WHEREAS, Enviroscapes Inc. ("Enviroscapes") submitted the lowest bid with a base bid price of \$92,100.00; and

WHEREAS, Enviroscapes' bid is responsive in all material respects, and it is the Board's desire to award the Project to Enviroscapes.

NOW, THEREFORE, BE IT RESOLVED that the contract for the Project is hereby awarded to Enviroscapes for a total contract sum of \$92,100.00.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon Enviroscapes furnishing executed contract documents as included in the bid specifications, and modified by the Board Attorney, together with the requisite insurance certificate and bonds in accordance with the terms of the specifications.

BE IT FURTHER RESOLVED that the Board President and the School Business Administrator/Board Secretary are hereby authorized to execute any and all documents necessary to effectuate this Resolution.

3.08 Motion to approve the following Resolution:

WHEREAS, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY 2017-18 (CAFR) and the Auditor's Management Report as prepared and submitted by Bedard, Kurowicki & Co., CPA and

WHEREAS, the Board of Education is required to accept the report and approve the corrective action plans for any recommendations from the auditing firm,

NOW, PREVIOUSLY BE IT RESOLVED that the Readington Township Board of Education accepted and filed with the Department of Education the Comprehensive Annual Financial Report and Management Report on Administrative Compliance and Performance for the Fiscal Year Ended June 30, 2017 and now approves the certification of implementation for the corrective action plan for the recommendations in the report:

Recommendation 2017-1: Student activity receipts for the Holland Brook School should be supported by proper supporting documentation and deposited in a timely manner

Corrective Action: Holland Brook School shall reinforce and monitor staff for timely deposit of funds, and collect proper supporting documentation for receipts. The business office will be responsible for reviewing the school activity fund to ensure appropriate documentation maintained

Implemented Corrective Action:

Holland Brook School provided training and instituted new protocols relating to the collection and timely deposit of school activity receipts. The business office performed an internal audit of the school activity fund to ensure appropriate documentation maintained and timely deposit occurred.

3.09 Motion to approve the Special Education Medicaid Initiative certification of implementation for the corrective action plan.
(Attachment 3.09)

3.10 Motion to approve the Department of Agriculture Child Nutrition audit certification for implementation for the corrective action plan.
(Attachment 3.10)

3.11 Motion to void cafeteria check number 001891, dated June 30, 2017, in the amount of \$6.75

3.12 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 \$551,377 in budget year 2015-2016 and \$269,618 in the budget year 2016-2017, and

NOW, THEREFORE, BE IT RESOLVED that the Readington Township Board of Education (the “Board”) included a health care cost adjustment in the base budget in the amount of \$86,023, for the budget year 2018-2019, as well as allocate “banked cap” to be included in the 2018-2019 base budget in the amount \$551,377 from 2015-2016 and \$157,535 from 2016-2017. The inclusion of the \$708,912 of “banked cap” is to help support behavior programs, social and emotional learning programs, gifted and talent 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.

3.13 Motion to approve the following resolution adopting the 2018-19 Budget:
BE IT RESOLVED that the budget be approved for the 2018-19 School Year and that the Superintendent and the SBA/Board Secretary be authorized to implement the following final budget and present the A4F request of school taxes to the Township of Readington. (Attachment 3.13)

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL 2018-19</u>
Total Expenditures	33,083,029	409,058	2,090,463	35,582,550
Less: Anticipated Revenues	4,294,204	409,058	17,982	4,721,244
Taxes to be Raised	28,788,825	-0-	2,072,481	30,861,306

3.14 **Approval of the Adoption of Tuition Rates for 2018-19**

BE IT RESOLVED to establish the following tuition rates for the 2018-19 school year:

Kindergarten	\$16,942
Grades 1-5	\$17,417
Grades 6-8	\$18,801
Learning Language Disabled	\$29,423
Autism	\$40,961

Preschool Disabled (part time)	\$14,567
Preschool Disabled (full time)	\$27,216

- 3.15 Motion to accept the following Resolution binding the Readington Township Board of Education to purchase natural gas services through the Alliance For Competitive Energy Services (“ACES”):

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division

of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, THEREFORE BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

EDUCATION/TECHNOLOGY

Committee Report: Mr. Wallace provided a report from the meeting held April 20, 2018.

Motion to adopt 4.01 – 4.11

Motion: Mr. Doran

Second: Mr. Wallace

Roll Call Vote: Carried 7 Yes
(Mrs. Hample abstained 4.04)

- 4.01 Motion to accept the Superintendent's recommendation and approve the following fundraiser:

Fundraiser	Date	Recipient of Funds
Readington Athletics Car Wash	Saturday, September 22, 2018	Readington Athletic Booster Club (to pay cost of athletic jerseys)

- 4.02 Motion to ratify the Superintendent's recommendation and approve the following fundraiser:

Fundraiser	Date	Recipient of Funds
RMS 6 th grade Read –a- thon	Friday, March 9, 2018	St. Hubert's Animal Shelter

- 4.03 Motion to approve the following field trips:

Trip	Location	School	Grade/Department	Cost Per Pupil
Liberty Science Center	Jersey City, NJ	RMS	Grade 6	\$26.00 - \$27.00
Hunterdon Central HS	Flemington, NJ	RMS	Gr. 8 Life Skills Student	0

- 4.04 Motion to apply for and accept the following HSA grants:

Grant	Amount	Recipient
Eyes of the Wild Assembly	\$850.00	RMS Grades 6-8 Students
Student Academy Day Expenses	\$1500.00	Lunch for Presenters and Teacher Materials
Music Trip to Hershey Park	\$1265.00	RMS Music Students

- 4.05 Motion to amend motion 4.04 from the 3/13/18 BOE Meeting to reflect the correct end date of home instruction for student H-171 from 2/2/18 to 2/7/18. Services provided by Silvergate Prep at \$50.00 per hour for a total of 5 hours per week.

- 4.06 Motion to amend Motion 4.03 from the March 13, 2018 BOE meeting to reflect the correct provider of services for student: H-175 to be Professional Education Services, Inc. at a rate of \$30.00 per hour for a total of 5 hours per week.

- 4.07 Motion to ratify an extension for home instruction for student H-171 from 3/16/18 to 3/23/18. Services provided by Silvergate Prep at \$50.00 per hour for a total of 5 hours per week.

- 4.08 Motion to ratify home instruction for student H-178 from March 28, 2018 through 4/30/18. Services to be provided by Silvergate Prep at \$50.00 per hour for a total of 5 hours per week.

- 4.09 Motion to ratify home instruction for student H-172 from 2/20/18 through 4/20/18.
- 4.10 Motion to approve Thomas C. Murray as the Welcome Back Opening Keynote presenter on the In-Service Day scheduled for September 4, 2018 at a rate of \$5,500.00 (paid via ESSA funds 2018-2019). (Attachment 4.10)
- 4.11 Motion to adopt the following new curriculum: (Attachments 4.11)

Curriculum
Language Arts – 5 th Grade

PERSONNEL

Committee Report: Mrs. Szanto provided a report from the April 23, 2018 meeting.

Motion to adopt 5.01 – 5.04

Motion: Mr. Doran Second: Mrs. Szanto Roll Call Vote: Carried 7 Yes

- 5.01 Motion to approve the following mentor for the 2017-2018 school year as follows:

New Staff Member	School/Position	Mentor
Nagel, Jenna	TBS/1st Grade Teacher	O'Connor, Kathryn

- 5.02 Motion to ratify Lisa Painter to provide home instruction for student H-172 from 2/20/18 through 4/20/18 at a rate of \$30.00 per hour for a total of 10 hours/week.
- 5.03 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.

Melissa Heintz	Substitute Teacher/Aide
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- 5.04 Motion to accept the Superintendent’s recommendation and approve the following teachers for curriculum development, effective July 1 – August 31, 2018 at \$30.00 per hour:

Teacher	Curriculum Writing	Amount
Krayem, Michelle	Math Curriculum 4	\$300.00
Patterson, Kelly	Math Curriculum 5	\$300.00
Ogden, Colleen	Math Curriculum 6	\$300.00
Birmingham, Denise	Math Curriculum 7	\$150.00
Grocholske, Megan	Algebra I Curriculum	\$150.00
Birmingham, Denise	Administer & Score Math Placement 6-8	\$180.00
Birmingham, Denise	Create Math Performance Assessments 6-7	\$150.00
Ogden, Colleen	Create Math Performance Assessments 6-7	\$150.00
Somma, Bruno	Financial Literacy Curriculum	\$150.00
Peterson, Lora	Coding Curriculum	\$150.00
Schlosser, Arlene	ELA Curriculum K	\$150.00
Frohn, Kristen	ELA Curriculum 2	\$150.00
Weintraub, Leslie	ELA Curriculum 3	\$150.00
Neuberger, Kelly	ELA Curriculum 4	\$150.00
Levesque, Laurie	General Music Curriculum K-5	\$150.00
Horne, Alyssa	General Music Curriculum 6-8	\$150.00
Campuzano, Yolanda	Spanish K-3	\$150.00
Drew, Lilien	Mandarin/Chinese Curriculum 6-8	\$300.00
McGibbon, Joyce	Gifted and Talented Curriculum 4-5	\$300.00
Freeman, Betsy	Gifted and Talented Curriculum 6-8	\$300.00

COMMUNICATIONS

Committee Report - None

UNFINISHED BUSINESS

- Green Committee Minutes
- NJSBA Workshop in October
- Register for School Boards Safety/Security Training on June 1, 2018
- Solar Celebration May 9, 2018
- Thank you to the RTEA for quick turnaround on contract negotiations.
- Memorial Day parade – volunteers needed
- CSA Evaluations due

NEW BUSINESS FROM BOARD

- None

OPEN TO THE PUBLIC

- None

EXECUTIVE SESSION : 7:41 pm

Motion: Mr. Doran Second: Mr. Wallace Roll Call Vote: Carried 7 Yes

Motion to adopt the following Resolution:

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

Mrs. Mikaelian and Mr. Wallace left at 7:46 pm.

RETURN TO PUBLIC SESSION 8:02 pm

Motion: Mrs. Hample Second: Mr. Egbert Roll Call Vote: Carried 5 Yes

ADJOURNMENT

Motion to Adjourn at 8:03 pm

Motion: Mrs. Hample Second: Mrs. Szanto Roll Call Vote: Carried 5 Yes

Respectfully submitted,

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