

B. APPROVAL OF MINUTES

2. Motion to adopt 2.01 - 2.02
Motion: Mr. Wallace 2nd: Mrs. Hample Roll Call Vote: Carried 8 Yes

Correction in Minutes from February 23, 2021:

- Motion 2.01–2.02 the first motion was Mrs. Hample and the second motion was Mr. Wallace.
- New Business: Green Committee Minutes, composting should read anaerobic digestion.

- 2.01 Motion to approve the Meeting Minutes February 23, 2021.
2.02 Motion to approve the Meeting Executive Session Minutes February 23, 2021.

C. FINANCE/FACILITIES

Committee Report: Dr. Cerciello provided minutes of the meeting held on March 10, 2021.

3. Motion to adopt 3.01 - 3.16
Motion: Mr. Wallace 2nd: Mrs. Hample Roll Call Vote: Carried 8 Yes
- 3.01 Motion to approve the **Bill List** for the period from **February 25, 2021 through March 17, 2021** for a total amount of **\$1,520,901.73**.
(Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule March 16, 2021** for a total amount of **\$4,750.00**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll** for the month of **January 2021** for a total amount of **\$2,058,072.90**.
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers** for **January 1, 2021 through January 31, 2021**.
(Attachment 3.04-3.04a)
- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: January 31, 2021 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of January 31, 2021 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 January 31, 2021 and 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 January 31, 2021.
(Attachment 3.05-3.05a)

- 3.06 Motion to approve the corrective action plan for Special Education Medicaid Initiative for the district's 2020 program performance.
(Attachment 3.06)
- 3.07 Motion to authorize the district to participate in the Special Education Medicaid Initiative for the 2021-2022 school year.
- 3.08 Motion to approve a Professional Services Contract with Settembrino Architects for the following projects and fees:

Holland Brook School roofing project	\$109,500.00
Readington Middle School Bleacher replacement	\$ 0.00
Ancillary fees/reimbursables (not to exceed)	\$ 10,500.00

WHEREAS, it was necessary to incur costs for professional architectural services during the current year in preparation for construction in the summer of 2021; and
NOW THEREFORE BE IT RESOLVED, that the Readington Township Board of Education approves the withdrawal of the above amounts from capital reserve effective immediately.

- 3.09 Motion to apply and accept Coronavirus Response and Relief Supplemental Appropriations (CRRSA) / Elementary and Secondary School Emergency Relief (ESSER) II funding in the amount as follows and to authorize the Business Administrator to submit documentation to authorize participation:

ESSER II	\$164,767.00
Learning acceleration	\$ 25,000.00
Mental health	<u>\$ 45,000.00</u>
Total	\$234,767.00

3.10 **Tentative Budget Adoption 2021-2022**

BE IT RESOLVED that the tentative budget be approved for the 2021-2022 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, 2021 as follows:

General Fund Current Expense	\$33,905,024.00
General Fund Capital Outlay	\$ 1,580,561.00
Special Revenue Fund	\$ 351,000.00
Debt Service Fund	<u>\$ 2,046,788.00</u>
Total Tentative Budget	\$37,883,373.00

(Attachment 3.10-3.10b)

3.11 **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	\$30,842,108.00
Debt Service Fund	<u>\$ 1,905,521.00</u>
Total Local Taxes Required	\$32,747,629.00

3.12 **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 form at 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 27, 2021 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2021-2022 school year.

- 3.13 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 and Readington Middle School Bleachers Replacement Project ("Projects") are a school facilities projects included in the District's LRFP; and

WHEREAS, the Board intends to transfer \$1,380,000.00 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 \$1,380,000.00 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Projects.

3.14 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 \$215,000.00 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 \$215,000.00. From the maintenance reserve account to the maintenance appropriations to fund the total costs of these activities and/or projects.

3.15 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:

2020-2021 Maximum Travel Budget	\$50,000.00
2020-2021 Expenditures through 3/16/21	\$ 6,063.00
2021-2022 Maximum Travel Budget	\$50,000.00

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 2020-2021 school year and the 2021-2022 school year:

2020-2021 Maximum Travel Budget	\$100,000.00
2020-2021 Expenditures through 3/16/21	\$ 16,471.44
2021-2022 Maximum Travel Budget	\$100,000.00

3.16 Motion to approve an agreement with Prevention Resources, Inc. to implement an employee assistance program for the calendar year 2021 at a cost of \$22.00 per employee for a total amount of \$5,527.00, to be paid through ESSER II funds.
(Attachment 3.16)

D. EDUCATION/TECHNOLOGY

Committee Report – Mrs. Hample provided minutes of the meeting held March 11, 2021.

- 4. Motion to adopt 4.01 - 4.08
Motion: Mr. Wallace 2nd: Mrs. Hample Roll Call Vote: Carried 8 Yes
- 4.01 Motion to ratify and approve home instruction for student: 202103 effective March 3, 2021 through March 30, 2021. Services to be provided by LearnWell at a rate of \$48.00 per hour for 5 hours per week.
- 4.02 Motion to amend Motion 4.05 from the January 19, 2021 BOE Meeting to provide an additional 19 hours to the Extended School Year program to occur Monday through Thursday from July 6, 2021 - August 5, 2021, one hour per day for COVID-19 recovery services.
- 4.03 Motion to amend Motion 4.04 from the January 19, 2021 BOE Meeting to state the PreSchool Disabled Extended School Year class will occur Monday through Thursday from 9:00 am to 11:00 am from July 6, 2021 - August 5, 2021.
- 4.04 Motion to accept books donated from Patricia Lewandowski for Holland Brook School, Readington Middle School, and Whitehouse School libraries.
- 4.05 Motion to accept a donation of 4 canopies, totaling \$8,373.65 from the HSA, one for each school, to be used to expand outdoor educational opportunities.
- 4.06 Motion to accept a grant from the HSA for \$1,300.00 to be used to sponsor a fourth grade virtual poet program for Holland Brook School, April-May, 2021.
- 4.07 Motion to approve the following books for the 2020-2021 school year:

BOOK TITLE	GRADE
<i>When You Reach Me</i>	Grade 6
<i>Bob</i>	Grade 6
<i>A Corner of the Universe</i>	Grade 6
<i>The Crossover</i>	Grade 7
<i>Heat</i>	Grade 7
<i>The Genius of the Benin Kingdom</i>	Grade 7
<i>Liberty or Death: The Surprising Story of Runaway Slaves Who Sided with the British During the American Revolution</i>	Grade 8
<i>Now or Never!: 54th Massachusetts Infantry's War to End Slavery</i>	Grade 8

- 4.08 Motion to approve the participation in a research project by Dr. Linda Pleyvak of the University of Cincinnati titled, "Environmental Schools: Transforming K-12 Education Through Sustainable Practices."

E. PERSONNEL

Committee Report – Mrs. Podgorski provided minutes of the meetings held on February 25, 2021 and March 10, 2021. Mrs. Simon thanked Dr. Hart for efforts along with others on vaccination efforts in Hunterdon County to offer to school district staff.

- 5. Motion to adopt 5.01 - 5.07
Motion: Mrs. Hample 2nd: Mr. Wallace Roll Call Vote: Carried 8 Yes

- 5.01 Motion to approve Ed Dubroski as Garden Club Coordinator at Three Bridges School for the 2020-2021 school year at tier 10 stipend per RTEA contract.
- 5.02 Motion to approve the 2021-2022 holiday schedules for custodians/maintenance, secretaries, administrators, and technology staff.
(Attachment 5.02)

5.03 Motion to approve the following appointment:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Amy Langston	Speech/Language Therapist (WHS) 20-04-D2/akj	\$67,535 MA Step 10 (prorated)	On or before 05/17/2021 - 06/30/2021
Louis Orth	Custodian (RMS) 70-01-D5/aot	\$37,785 Custodian Step 5 (prorated)	03/17/2021 - 06/30/2021
Katherine DeRiso	Assistant Business Administrator/School Secretary (BOE) 10-05-D1/aad	\$70,000 Unaligned	07/01/2021 - 06/30/2022
Ray Egbert	Payroll/Benefits Specialist (BOE) 50-05-D4/ani	\$58,000 Unaligned (prorated)	06/07/2021 - 06/30/2021

5.04 Motion to accept the following resignation:

NAME	POSITION	EFFECTIVE DATE
Diane Hart	Aide/Special Education (RMS) 30-01-D3/azy	March 15, 2021

5.05 Motion to amend the following salary to reflect a change in hours of 5.66 hours/day:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Kenneth Cubillas	Teacher/Music (RMS) 20-01-D2/bam	\$46,039.60 BA+15 Step 4 (prorated)	03/17/2021 - 05/21/2021

- 5.06 Motion to accept the Superintendent's recommendation and approve stipends for the attached list of teachers to facilitate sessions for the Readington Township March 22, 2021 In-Service Day.
(Attachment 5.06)
- 5.07 Motion to accept the Superintendent's recommendation and approve the attached list of Readington Middle School Spring coaching assignments for the 2020-2021 school year, stipend per RTEA contract.
(Attachment 5.07)

F. COMMUNICATION

Committee Report - Mrs. Fiore provided minutes of the meeting held on March 1, 2021.

6. Motion to adopt 6.01

Motion: Mrs. Hample 2nd: Mrs. Fiore Roll Call Vote: Carried 8 Yes

6.01 Motion to approve the following bylaws and policies for first reading:
(Attachment 6.01)

- Bylaw 0145 - Board Member Resignation and Removal
- Bylaw 0164.6 - Remote Public Board Meetings During a Declared Emergency
- Policy 5330.01 - Administration of Medical Cannabis
- Policy 7425 - Lead Testing of Water in Schools

VII. UNFINISHED BUSINESS

- Last meeting, the board expressed a desire to perform a board self-evaluation through the NJSBA process. Mrs. Simon reviewed the results which catered on stronger board member training, a potential board retreat, board-as-a-whole vs. committee structure, importance of reviewing minutes and information in advance, communication between board members as well as administration among other areas. Mrs. Podgorski asked if a third party could evaluate our answers to provide feedback, with Mrs. Simon indicating NJSBA can provide such an analysis suggesting potential alignment with the board retreat.
- Mrs. Simon provided an update on the board member vacancy. Interviews shall occur at the April 13, 2021 board meeting in executive session at 6:00 p.m. April 5th is the deadline to submit an application for the vacancy, which shall cover a period of 8 months. Further and separately, there will be four (4) vacancies on the ballot in November.

VIII. NEW BUSINESS FROM BOARD

- Mr. Zwerling congratulated Ray Egbert, former board member, for his appointment to the Payroll/Benefits Specialist position.

IX. OPEN TO THE PUBLIC

- None

X. EXECUTIVE SESSION - 8:30 p.m.

Motion: Mrs. Podgorski 2nd: Mrs. Hample 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 a HIB for approximately 45 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.

XI. RETURN TO PUBLIC SESSION - 9:09 pm.

Motion: Mrs. Hample 2nd: Mr. Wallace Roll Call Vote: Carried 8 Yes

XII. ADJOURNMENT – 9:10 p.m.

Motion: Mr. Wallace 2nd: Mrs. Hample Roll Call Vote: carried 8 Yes

Respectfully submitted,

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

**Laura Simon
President, Board of Education**