

READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual Meeting

Regular Meeting 7:00 p.m.

April 28, 2020

MINUTES

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

Laura Simon called the meeting to order 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: Laura Simon, Anna Shinn, Robyn Mikaelian, Ray Egbert, Thomas Wallace, Eric Zwerling, Carolyn Podgorski, Andrew Saunders, Carol Hample

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

Absent: None

Flag Salute

Superintendent's Report

- Dr. Hart welcomed everyone to the district's first virtual board meeting.
- Mrs. Higgins, Principal, and Ms. Robb, Teacher, presented highlights of Three Bridges School for the 2019-2020 school year, with emphasis on the preschool program. Video is available on the TBS website.
- Dr. Hart presented an update on the district goals for the 2019-2020 school year, and how it is a springboard for future strategic plan goals. The three district goals were: SEL/climate culture, academic, and safety & security.
- Dr. Hart provided an update on the district's 2020-2021 budget, which is on the agenda for final approval this evening. There have been no major changes since the district's presentation provided on March 17, 2020, and the County Office has approved the budget for adoption if the board desires to this evening. The Governor of New Jersey extended the fiscal year of state through September 30, 2020, and financial situation might impact our plans next year if there is reduced state aid.
- Dr. Hart highlighted the Governor of New Jersey has closed all schools through May 15, 2020, with no explicit date for students to return to school. Dr. Hart provided an update on COVID-19 and how the district is operating through remote means to continue all activities necessary to continue normal operations as best as possible. The district is making adjustments as it moves forward. The district is planning for eventual reopening, and is preparing in case closure of this nature is required once again in the future.

- Dr. Hart announced RMS is a U.S. Department of Education Green Ribbon Award Recipient and now all four of our schools have achieved this recognition, an enormous achievement!

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

Carl Alfaro, parent, asked how the district is adapting our goals and outlook based on worldwide events and addressing anxiety that exist throughout the community. Dr. Hart responded that the goals were adopted at the beginning of the school year, and although impacted by COVID-19, many aspects of the goals been accomplished. The district has adapted goals moving forward to safely address concerns arising from COVID-19 including the eventually reopening of schools, and is learning lessons to be more prepared if events such as this occur once again in the future.

CORRESPONDENCE

- Email M.W. - Budget
- Email K.M. - Student Absences

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 - 1.03

Motion: Mr. Egbert Second: Mrs. Shinn Roll Call Vote: Carried 9 Yes

1.01 March 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
7	RMS	2/20/2020	No
8	HBS	2/25/2020	Yes

1.03 RMS Discipline Report Quarter 3/January 31 - March 13, 2020

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mr. Egbert Second: Mrs. Shinn Roll Call Vote: Carried 8 Yes
(Mr. Zwerling abstained 2.01 - 2.02)

- 2.01 Motion to approve the Meeting Minutes March 17, 2020.

- 2.02 Motion to approve the Executive Session Meeting Minutes March 17, 2020.

FINANCE/FACILITIES

Committee Report - Ray Egbert provided minutes from the meeting held on April 2, 2020.

Mr. Zwerling asked if the upcoming roof replacement at HBS could support solar arrays, and Mr. Egbert responded the sections included in the bid are primarily in the shade or too small for installations. Future roof replacements could potentially support solar arrays.

Motion to adopt 3.01- 3.13

Motion: Mr. Wallace Second: Mrs. Shinn Roll Call Vote: Carried 9 Yes

- 3.01 Motion to approve the **Bill List** for the period from **March 19, 2020** through **April 29, 2020** for a total amount of **\$2,090,330.19**.
(Attachment 3.01)

- 3.03 Motion to approve **District Travel Schedule as of April 28, 2020** for a Total amount of **\$2,825.00**.
(Attachment 3.02)

- 3.03 Motion to ratify and approve **Payroll** for the month of **February 2020** for a total amount of **\$2,088,302.72** and **March 2020** for a total amount of **\$2,039,119.75**.
(Attachment 3.03-3.03a)

- 3.04 Motion to ratify and approve the following **Account Transfers** for **February 1, 2020 through February 29, 2020** and **March 1, 2020 through March 31, 2020**.
(Attachment 3.04 - 3.04c)

- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: February 29, 2020 and March 31, 2020 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 29, 2020 and March 31, 2020 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 February 29, 2020 and March 31, 2020 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 February 29, 2020 and March 31, 2020. (Attachment 3.05 - 3.05c)

3.06 Motion to approve a Shared Services Agreement with Tewksbury School District for Readington Township School District to provide Technology Support Services to the Tewksbury School District for the 2020-2021 school year in the amount of \$161,108 for standard services and in addition a cost of \$55.00 per hour for any billable services beyond the standard services agreement. (Attachment 3.06)

3.07 Motion to approve the following resolution adopting the 2020-2021 Budget:

BE IT RESOLVED that the budget be approved for the 2020-2021 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 3.07)

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL 2020-2021</u>
Total Expenditures	34,823,166	390,470	2,049,038	37,262,674
Less: Anticipated Revenues	4,585,805	390,470	7,115	4,983,390
Taxes to be Raised	30,237,361	0	2,041,923	32,279,284

3.08 Approval of the Adoption of Tuition Rates for 2020-2021:

BE IT RESOLVED to establish the following tentative tuition rates for the 2020-2021 school year:

Kindergarten	\$18,365
Grades 1-5	\$20,936
Grades 6-8	\$21,582
*Learning Language Disabled	\$27,307
*Autism	\$30,706
*Preschool Disabled (part time)	\$17,540
*Preschool Disabled (full time)	\$24,975

*Rates listed subject to modification based on actual needs required for the Individualized Educational Plan of the student(s).

3.09 Motion to approve the following Resolution:

RESOLUTION

Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Readington Township Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED that the Readington Township Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the 16th Legislative District’s representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

3.10 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (“the Board”) advertised for bids for the Three Bridges School Boiler Project (“Project”); and

WHEREAS, on March 27, 2020, the Board received bids for the Project as set forth in the attached bid tabulation; and

WHEREAS, the low bidder, Unitemp, Inc. (“Unitemp”), submitted a base bid in the amount of \$385,624; and

WHEREAS, the bid submitted by Unitemp is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Unitemp Construction.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby awards the contract for the Project to Unitemp in a total contract amount of \$385,624.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with

the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.
(Attachment 3.10)

3.11 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the “Board”) advertised for bids for the Roof Replacement at Holland Brook School Project (hereinafter referred to as “the Project”); and

WHEREAS, on April 21, 2020, the Board received bids for the Project; and

WHEREAS, Pravco, Inc. (“Pravco”) submitted the lowest bid for the Project with a base bid in the amount of \$354,214, together with Alternate No. A-1 in the amount of \$44,100, for a total contract sum of \$398,314; and

WHEREAS, the bid submitted by Pravco is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Pravco; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the bid for the Project to Pravco, in the total contract sum of \$398,314.

BE IT FURTHER RESOLVED, that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed contract, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED, that the Board Attorney is hereby directed to draft an agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for this project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.
(Attachment 3.11)

3.12 Motion to approve the following resolution:

BE IT RESOLVED by the Readington Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement and Release (hereinafter referred to as “Agreement”) between the Board and the Parents of a student #370932, and which Agreement is located in the student’s file, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.
(Attachment 3.12)

3.13 Motion to approve the attached tuition agreements for the following Readington Township School students to attend East Amwell Township School for the 2019-2020 school year:

(Attachment 3.13)

STUDENT #	PER DIEM RATE
5351101158	\$33.33
6768534942	\$102.06
5445372414	\$105.20

EDUCATION/TECHNOLOGY

Committee Report - Carol Hample provided minutes from meetings held on April 1 and April 24, 2020.

Motion to adopt 4.01 - 4.06

Motion: Mr. Wallace Second: Mr. Egbert Roll Call Vote: Carried 9 Yes

4.01 Motion to approve Hunterdon County ESC to provide Nursing Services on an as needed basis from September 1, 2020 - June 30, 2021 at a rate of \$50 per hour for a Registered Nurse and \$65 per hour for a Certified School Nurse, and to authorize the Business Administrator to execute contract for said services including trip coverage.

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

STUDENT	SCHOOL/PROGRAM	COOPERATING TEACHER/SCHOOL	EFFECTIVE DATES
Emily Zengel	TCNJ/School Counselor-Practicum & Internship	Barbara Pauley/HBS	Fall Semester 2020 (Practicum) Spring Semester 2021 (Internship)

4.03 Motion to approve the non-resident tuition rate of \$420.00 per student, per month (an increase of \$10/month), for the 2020-2021 school year.

4.04 Motion to approve tuition contracts for non-resident staff members' children to attend Readington Township Schools at the tuition rate \$4,200.00 for the

2020-2021 school year:

- Employee #5611
- Employee #5277

- 4.05 Motion to ratify and approve American Tutor to provide home instruction services for student 120627 effective February 12, 2020 through February 24, 2020 for 5 hours per week at \$59.00 per hour. (Attachment 4.05)
- 4.06 Motion to apply for a Child Assault Prevention Grant in the amount of \$3,887.10 for programs and workshops at Readington Middle School. (Attachment 4.06)

PERSONNEL

Committee Report: Anna Shinn provided minutes from the meeting held on April 2, 2020.

Mr. Zwerling thanked everyone for assisting in the creation of the Coordinator of Green Initiatives & Sustainability position. Dr. Hart congratulated Ms. Beegle on her appointment to Director of Pupil Services, and welcomed her to the district!

Motion to adopt 5.01 - 5.05

Motion: Mrs. Shinn Second: Mr. Egbert Roll Call Vote: Carried 9 Yes

- 5.01 Motion to accept and acknowledge the following retirement with appreciation for his years of service:

NAME	POSITION	EFFECTIVE DATE
Brant Switzler	Teacher/Social Studies (RMS) 20-01-D2/aeo	July 1, 2020

- 5.02 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Jennifer Barbera	Teacher/Special Ed (RMS) 20-01-D2/alb	June 30, 2020
Connor Hollis	Teacher/French (RMS) 20-01-D2.aff	June 30, 2020
Bailey Krasovec	Teacher/LA	June 30, 2020

	(RMS) 20-01-D2/afe	
Charlyn Lynch	Teacher/Special Ed (RMS) 20-01-D2/ahr	June 30, 2020

5.03 Motion to adopt the following revised Job Description:

- Director of Pupil Services

(Attachment 5.03)

5.04 Motion to adopt the following new Job Descriptions:

- Coordinator of Extended School Year (ESY)
- Coordinator of Green Initiatives & Sustainability

(Attachment 5.05-5.04a)

5.05 Motion to accept the following appointment:

NAME	POSITION	SALARY	EFFECTIVE DATE
Staci Beegle	Director of Pupil Services	\$134,000	July 1, 2020

COMMUNICATION

Committee Report - None

UNFINISHED BUSINESS

- None

NEW BUSINESS FROM BOARD

- Green Committee Update - Eric Zwerling provided minutes of the meeting held on April 22, 2020, which was the 50th anniversary of Earth Day!

OPEN TO THE PUBLIC

- Kelly Gulick, parent, provided feedback on the level of teacher instruction and availability during the day. Dr. Hart responded on how the district needed to quickly migrate to remote instruction due to COVID-19, and new content is now being provided to students. Instruction is being adapted as we all learn, and we are trying to balance the appropriate level of work given existing conditions.

EXECUTIVE SESSION - 8:00 p.m.

Motion: Mrs. Shinn Second: Mrs. Hample Roll Call Vote: Carried 9 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 Superintendent Evaluation & Training for approximately 30 minutes at which time the Board expects to return to Public Session where no action will 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.

RETURN TO PUBLIC SESSION - 8:20 p.m.

Motion: Mrs. Shinn Second: Mrs. Podgorski Roll Call Vote: Carried 9 Yes

ADJOURNMENT

Motion to Adjourn at 8:23 p.m.

Motion: Mrs. Shinn Second: Mrs. Podgorski Roll Call Vote: Carried 9 Yes

Respectfully submitted,

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

**Laura Simon
President, Board of Education**