

READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual Meeting

Regular Meeting 7:00 p.m.

May 5, 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, Thomas Wallace, Eric Zwerling, Anna Shinn, Laura Simon

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

Absent: Andrew Saunders

Flag Salute

Superintendent's Report

- Dr. Hart highlighted the 2020-2025 strategic plan goals which include inquisitive learning, social awareness, and partnerships. Each goal had a committee to develop action steps to achieve the strategic goals over the course of the next five years, which were presented this evening. The committee chairs include Dr. Ann DeRosa, Sarah Pauch, Anthony Tumolo, Alissa Buelow, Adam Connelly, and Christine Lewis.
- Dr. Hart highlighted Teacher Appreciation Week recognizing all the hard work and dedication of teaching staff, particularly during recent events impacting our community and students. Dr. Hart thanked school nurses during National Nurses Day, and further thanked all staff for their incredible work.
- Dr. Hart announced that the Governor of New Jersey has closed all schools through the remainder of the school year. Dr. Hart provided thoughts on anticipated future district calendar modifications due challenges associated with COVID-19 while continuing necessary school functions within guidelines allowable by state mandates. A revised board calendar is anticipated for vote on May 19.
- Eric Zwerling asked about the cafeteria program in the summer and meals available to those in need during the summer months. Dr. Hart and Mr. Bohm highlighted the programs available through local organizations as the district does not run its meal program in the summer.

Information is shared with students and families in need to continue to access meals through those means.

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

- None

CORRESPONDENCE

- None

ADMINISTRATIVE REPORTS

- None

MINUTES

Motion to adopt 2.01 - 2.02

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

2.01 Motion to approve the Meeting Minutes April 28, 2020.

2.02 Motion to approve the Executive Session Meeting Minutes April 28, 2020.

FINANCE/FACILITIES

Committee Report - Ray Egbert provided minutes of the meeting held on May 4, 2020.

Eric Zwerling asked about propane buses and recent grants explored for potential adoption. Mr. Bohm stated that unfortunately that grant funding fell through, as funds appear to have gone solely to electric vehicles which the district is now exploring in more detail.

Motion to adopt 3.01- 3.12

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

3.01 Motion to approve the **Bill List** for the period from **April 30, 2020** through **May 6, 2020** for a total amount of **\$218,718.84**.
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of May 5, 2020** for a Total amount of **\$429.00**.
(Attachment 3.02)

3.03 Motion to approve the following appointments for the 2020-2021 school year as part of their regular job duties:

Affirmative Action Officer(s)	Staci Beegle/Jonathan Moss Alt.
Anti-Bullying Coordinator	Anthony Tumolo
Anti-Bullying Specialist	Elizabeth Furka (TBS)
Anti-Bullying Specialist	Barbara Pauley (HBS)
Anti-Bullying Specialist	Christine Crielly (RMS)
Anti-Bullying Specialist	Adam Connelly (RMS)
Anti-Bullying Specialist	Ellen Goodfellow (RMS)
Anti-Bullying Specialist	Paul Smith (WHS)
Right to Know Officer	Donald Race
504 Committee Coordinator	Staci Beegle
AHERA Coordinator	Donald Race
Substance Awareness Coordinator	Staci Beegle

Integrated Pest Management Coordinator	Donald Race
Chemical Hygiene Officer	Donald Race
Custodian of Records	Jason Bohm
Indoor Air Quality Designee	Donald Race
Public Agency Compliance Officer (PACO)	Jason Bohm
Qualified Purchasing Agent (QPA)	Jason Bohm
Safety & Health Designee (SAIF)	Donald Race
School Safety Specialists	Sherry Krial and Donald Race
District Wellness Coordinator	Jason Bohm
District Liaison for Homeless	Staci Beegle
District Child Welfare Liaison	Staci Beegle
Liaison to Law Enforcement	Jonathan Hart

3.04 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations for 2020-2021

- 3.05 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit 2020-2021 payments including electronic bill payments as deemed necessary, between scheduled board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees.
- 3.06 Motion to authorize the Business Administrator with approval of the Superintendent to make 2020-2021 account transfers between board meetings pending ratification by the Board of Education.
- 3.07 Motion to authorize the following signatures on 2020-2021 accounts maintained by the Board of Education:

General Fund Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Cafeteria Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Salary Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Payroll Agency Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Payroll Agency Reimbursement Account (flexible spending reimbursement)	President or Vice President, Board Secretary or Assistant Board Secretary (any 1)
Readington Middle School Activity Account	Principal or Assistant Principal or Board Secretary or Assistant Board Secretary or Superintendent (any 2)
Whitehouse School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent (any 2)

Three Bridges School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent (any 2)
Holland Brook School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent (any 2)
Capital Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary (any 2)
Emergency Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary (any 2)
Maintenance Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary (any 2)

3.08 Motion to authorize maintaining the following 2020-2021 petty cash accounts in accordance with policy 6620:

ACCOUNT TITLE	BALANCE	EXPENDITURE LIMIT
Readington Middle School Petty Cash	\$100.00	\$25.00
Holland Brook School Petty Cash	\$100.00	\$25.00
Three Bridges School Petty Cash	\$100.00	\$25.00
Whitehouse School Petty Cash	\$100.00	\$25.00
Central Offices Petty Cash	\$100.00	\$25.00
Pupil Services Petty Cash	\$100.00	\$25.00
Curriculum and Instruction Petty Cash	\$100.00	\$25.00
Office of Technology Petty Cash	\$100.00	\$25.00
Transportation	\$300.00	\$25.00

Petty Cash		
Life Skills Petty Cash	\$150.00	\$25.00

3.09 Motion to approve the schedule for requisition of taxes from Readington Township for the 2020-2021 school year.

READINGTON TOWNSHIP BOARD OF EDUCATION
2020-2021 TAX LEVY REQUEST

	GENERAL	DEBT SERVICE	TOTAL
July 2020	\$ 1,510,096.00	\$ 1,211,619.00	\$ 2,721,715.00
August 2020	\$ 2,721,717.00		\$ 2,721,717.00
September 2020	\$ 2,721,717.00		\$ 2,721,717.00
October 2020	\$ 2,721,717.00		\$ 2,721,717.00
November 2020	\$ 2,721,717.00		\$ 2,721,717.00
December 2020	\$ 2,721,717.00		\$ 2,721,717.00
2020	\$ 15,118,681.00	\$ 1,211,619.00	\$ 16,330,300.00
January 2021	\$ 1,827,860.00	\$ 830,304.00	\$ 2,658,164.00
February 2021	\$ 2,658,164.00		\$ 2,658,164.00
March 2021	\$ 2,658,164.00		\$ 2,658,164.00
April 2021	\$ 2,658,164.00		\$ 2,658,164.00
May 2021	\$ 2,658,164.00		\$ 2,658,164.00
June 2021	\$ 2,658,164.00		\$ 2,658,164.00
2021	\$ 15,118,680.00	\$ 830,304.00	\$ 15,948,984.00
Total	\$ 30,237,361.00	\$ 2,041,923.00	\$ 32,279,284.00

3.10 BE IT RESOLVED THAT THE BOARD OF EDUCATION of Readington Township upon the recommendation of the Business Administrator approves the renewal of the food service management base year contract with Maschio's Food Service for the 2020-21 school year as follows:

Maschio's guarantees a return to the School Food Authority in the amount of \$35,000. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio's shall be responsible for any shortfall with the following conditions:

- a) There shall be no change in the School Food Authority's policies, practices and service requirements including changes in bell schedules and or meal service periods.
- b) The proposed pricing schedule is approved.
- c) The proposed staffing schedule is approved with no alterations.
- d) The state or federal minimum wage rate and taxes in effect as of January 1, 2020 shall remain consistent throughout the year.
- e) The projected number of service days for lunch will be 181 for all schools.
- f) There shall be no reduction in service days due to inclement weather schedule changes (i.e. early dismissal, delayed opening).
- g) The government reimbursement rates shall be no less than the rates for the previous school year.
- h) Vendor prices shall remain constant throughout the year.
- i) Average daily attendance shall remain at the same level as the previous school year.
- j) The number of free and reduced price participants shall remain at the same level as the previous school year.
- k) USDA donated foods including both entitlement and bonus foods, and including the value of donated foods contained in processed end products will be no less than the previous school year.

- l) Usable USDA donated foods, of adequate quality and variety required for Maschio's proposed menu will be valued at no less than the previous school year's value per reimbursable meal.
- m) There shall be no restrictions in a la carte sales. Sales will be permitted at all locations for the term of this addendum.
- n) Service hours, service requirements type or number of facilities selling food and/or beverages on School Food Authority's premises shall remain consistent throughout the year.
- o) There shall be no competitive sales during all service hours.
- p) Any changes in legislation, regulations, reimbursement rates, meal components and quantities required by the Child Nutrition Programs or changes in the USDA Smart Snack Policies will affect the guarantee.
- q) Due to the volatile nature of raw material costs, Maschio's and the Local Education Agency shall review quarterly, costs associated with the paper and plastic supplies and fuel surcharges on other deliveries. Any changes in Maschio's costs shall result in an appropriate change in the guarantee.
- r) There will be no cessation of labor within the School Food Authority that would adversely affect sales.
- s) The School Food Authority shall make payment to Maschio's for the entire amount of fees, costs and expenses which Maschio's shall have incurred as the result of union organizational activities and participation in administrative proceedings involving the unionization of personnel, which were unknown to the officers of Maschio's at the time of execution of this Addendum.
- t) The number of eligible free and reduced students will be at least equal to the number of free and reduced eligible students in the previous year.
- u) The School Food Authority agrees to reimburse the food service account for the amount of unpaid charged meals either monthly or annually.
- v) Maschio's will not be responsible for sales decrease due to allowances given the School Food Authority for students to purchase lunches off campus if that allowance was not stated in the School Food Authority's specification.

- w) Any mandated expenses by either the federal or state governments regarding employee health care costs will reduce the guarantee in the amount of the actual cost of those expenses.
- x) Maschio's has not taken into account the effect of lunch meals distributed under the School Food Authority's humanitarian meal policy in establishing the guarantee. Any changes in the value of lunch distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- y) The cost of providing reimbursable humanitarian meals will be at no cost to the students. Humanitarian meals shall mean meals provided at no cost to students who are unable to pay the full or reduced price for a reimbursable meal. If a reimbursable Humanitarian meal is provided, the cost of such meals either Full price or Reduced price shall be billed to and paid for by the School Food Authority, then the cost of providing the humanitarian meals shall be excluded from the calculation of financial results for purposes of determining achievement of the financial guarantee.
- z) Any changes in the actual sales of meals distributed under any non-pricing program implemented during the current contract term could negatively affect the guarantee which will result in an appropriate adjustment thereof. In the event the foregoing conditions are not met during the school year, Maschio's guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.
 - The School Food Authority shall pay Maschio's an annual management fee in the amount of \$11,888.16 The management fee shall be payable in monthly installments of \$1,188.82 per month commencing on September 1, 2020 and ending on June 30, 2021.
 (Attachment 3.10)

- 3.11 Motion to approve a required student lunch price for the 2020-2021 school year as \$3.00 (\$0.05 increase from 2019-2020), and adult lunch price of \$3.50 (\$0.05 increase from 2019-2020).
- 3.12 Motion to approve the agreement between the Readington Township Board of Education and Maschio's Trucking, LLC, for temperature controlled delivery services to the Readington School District for the 2020-2021 school year.

EDUCATION/TECHNOLOGY

Committee Report - None

Motion to adopt 4.01

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

4.01 Motion to approve the following resolution:

WHEREAS, in response to the COVID-19 pandemic, the Governor has declared a state of emergency and a public health emergency, and ordered all schools closed for in-person instruction; and

WHEREAS, in response to the COVID-19 pandemic, the Legislature has revised N.J.S.A. 18A:7F-9 to permit the use of virtual instruction to establish compliance with the 180 school day requirement during a public health emergency, subject to Board approval of a virtual instruction program;

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the District's program of virtual [or remote] instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 12, 2020 and revision submitted March 20, 2020, and implemented since the District's closure on March 18, 2020.

PERSONNEL

Committee Report - Anna Shinn provided minutes of meeting held on May 4, 2020.

Motion to adopt 5.01 - 5.19

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

5.01 Motion to accept the Superintendent's recommendation and appoint **tenured administrators** for the 2020-2021 school year in accordance to the agreement with the Readington Township Administrators Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Administrators Association.
(Attachment 5.01)

5.02 Motion to accept the Superintendent's recommendation and appoint **non-tenured administrators** for the 2020-2021 school year in accordance to the agreement with the Readington Township Administrators Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Administrators Association.

(Attachment 5.02)

- 5.03 Motion to accept the Superintendent's recommendation and appoint the **tenured certificated staff** members for the 2020-2021 school year in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.03)
- 5.04 Motion to accept the Superintendent's recommendation and appoint the **non-tenured certificated staff** members for the 2020-2021 school year in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.04)
- 5.05 Motion to accept the Superintendent's recommendation and appoint **paraprofessionals** with final appointments pending assignments as required through student individual education plans for the 2020-2021 school year and in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.05)
- 5.06 Motion to accept the Superintendent's recommendation and appoint **secretaries** for the 2020-2021 in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.06)
- 5.07 Motion to accept the Superintendent's recommendation and appoint **clerical aides** for the 2020-2021 in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.07)
- 5.08 Motion to accept the Superintendent's recommendation and appoint **cafeteria aides** for the 2020-2021 in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.08)

- 5.09 Motion to accept the Superintendent's recommendation and appoint **custodians** for the period of July 1, 2020 through June 30, 2021 in accordance to the agreement with the Readington Township Education Association, to be adjusted at the conclusion of negotiations and ratification of a successor Agreement between the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.09)
- 5.10 Motion to accept the Superintendent's recommendation and appoint **other support staff** for the period of July 1, 2020 through June 30, 2021 in accordance to the agreement with the Readington Township Education Association.
(Attachment 5.10)
- 5.11 Motion to accept the Superintendent's recommendation and appoint **maintenance mechanics** for the period of July 1, 2020 through June 30, 2021.
(Attachment 5.11)
- 5.12 Motion to accept the Superintendent's recommendation and appoint **technology staff** for the period of July 1, 2020 through June 30, 2021.
(Attachment 5.12)
- 5.13 Motion to accept the Superintendent's recommendation and appoint **unaligned administrators** for the period of July 1, 2020 through June 30, 2021.
(Attachment 5.13)
- 5.14 Motion to accept the Superintendent's recommendation and appoint **confidential secretaries** for the period of July 1, 2020 through June 30, 2021.
(Attachment 5.14)
- 5.15 Motion to accept the Superintendent's recommendation and appoint **bus drivers**, rates and hours pending finalization of routes, for 2020-2021 school year.
(Attachment 5.15)
- 5.16 Motion to adopt the following resolution Teacher Appreciation Week:

WHEREAS, Teacher Appreciation Week will be celebrated the week of May 4 through May 8, 2020; and

WHEREAS, the Readington Township Board of Education is very much aware of the vital contributions of our teachers, who are responsible for the translation of district ideas and philosophy, which they have helped formulate, into programs and activities in the classroom; and

WHEREAS, the dedication, intelligence, creativity, sensitivity, and high standards of our teachers are a source of inspiration to the hundreds of students whose lives they touch; and

WHEREAS, the excellence in our classrooms is matched by the excellence of the services provided by our teachers, which are crucial to the success of the Readington Township Public Schools,

NOW THEREFORE BE IT RESOLVED that on behalf of the administration, parents, and residents of Readington Township we express our gratitude to our professional staff for exemplary service to the district and;

BE IT FURTHER RESOLVED, that Tuesday May 5, 2020 be designated as National Teacher Day for the Readington Township Public School District and that we take this opportunity to extend an official thank you, to all District staff whose devotion enriches the lives of the members of the Readington Township Public Schools.

- 5.17 Motion to adopt the following resolution for National School Nurses:

WHEREAS, National Nurses Day is May 12, 2020, and

WHEREAS the Readington Board of Education recognizes that the nurses better serve as educators and advocates for school and community health, and raise awareness and support for the vital role of their profession; and

WHEREAS, all students have a right to have their health needs safely met while in the school setting, and children today face more complex and life-threatening health problem requiring care in school, and

WHEREAS, school nurses have served a critical role in improving public health and enduring students' academic success for more than 100 years, and

WHEREAS, school nurses are professional nurses that advance the well-being , academic success, and life-long achievements of all students by serving on the frontlines and providing a critical safety net for our nation's most fragile children; and

NOW THEREFORE BE IT RESOLVED, that on behalf of the administration, parents, and residents of Readington Township, we express our gratitude to our Nurses for their dedication service to our students and staff and acknowledge the accomplishments of school nurses everywhere and their efforts meeting the needs of today's student by improving the effective delivery of healthcare in our schools and show gratitude to the nations school nurses, not just on this National School Nurse Day, but at every opportunity throughout the year

- 5.18 Motion to accept the following resolution for School Bus Driver Appreciation:

WHEREAS, Readington School bus drivers are a vital part of our public school system; and

WHEREAS, every day public school is in session, in darkness and daylight, bitter cold and brutal heat, and in rain, snow, or sunshine Readington Township school bus drivers travel on dirt roads and multi-lane highways to deliver our children to their places of learning and to their homes again on schedule, and

WHEREAS, The Readington Township bus driver requires tremendous maturity and responsibility, with the ability to drive safely through traffic, regardless of weather or road conditions, while maintaining the conduct of the children in his or her care and providing life-saving leadership in the event of emergencies; and

WHEREAS, Readington Township school bus drivers are dedicated to

performing their duties in a safe, courteous, and professional manner;

NOW THEREFORE BE IT RESOLVED, that the members of the Board of Education appreciate all Readington Township bus drivers for their dedication to the safety and well-being of the children in our district and for their selfless service in transporting the children to and from their school every day.

COMMUNICATION

Committee Report - None

UNFINISHED BUSINESS

- None

NEW BUSINESS FROM BOARD

- None

OPEN TO THE PUBLIC

- None

EXECUTIVE SESSION - 7:54 p.m.

Motion: Mrs. Shinn Second: Mrs. Podgorski 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 negotiations 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.

Thomas Wallace and Robyn Mikaelian left the meeting at 7:54 p.m. due to conflicts involving negotiations.

RETURN TO PUBLIC SESSION - 8:55 p.m.

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

ADJOURNMENT

Motion to Adjourn at: 8:57 p.m.

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

Respectfully submitted,

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

**Laura Simon
President, Board of Education**