

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 7:00 p.m.  
January 21, 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, Laura Simon, Anna Shinn

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

**Absent:** Andrew Saunders, Eric Zwerling, Thomas Wallace

**Flag Salute**

**Superintendent's Report**

- Paul Nigro highlighted current HBS activities such as Discover Lab, end of day academic support, therapy dogs, weekly affirmations/themes, bi-monthly SEL assemblies and activities, safety improvements, Math and Language Arts Coaches, and the celebration of Governor Teacher of the Year. Mr. Nigro then introduced Ms. Barbara Pauley, School Counselor, who presented the Sensory Hall at HBS along with students, Paige Greenewald and Michael Hills, which is a hallway to have an effective break to reduce stress, discharge energy, and bring students back to calm. The board was invited to physically view and experience the hallway with HBS staff and students during the board meeting.
- Karen Tucker, Supervisor of Pupil Services, provided a summary of student safety data from January 2019 through June 2019 which included incidents of violence, vandalism, substance abuse, and confirmed HIBs. Further, data was conveyed relating to incidents leading to removal, alleged HIB incidents, HIB trainings and programs.
- Dr. Hart presented a mission statement along with the 2020-2025 strategic planning goals developed collaboratively during the past several months with strategic partners, which are:
  - Goal No. 1 Inquisitive Learning: Create and establish an inquiry-based framework that values an interest-driven learning environment. Learners will, individually and collaboratively, focus on identifying, analyzing, and solving problems as inquisitive members of their community.
  - Goal No. 2 Social Awareness: Our learners will feel connected, valued, and secure in a learning environment cultivated by a shared sense of community. Every individual will

- develop skills that promote an awareness of self and others, including the ability to understand the impact of their decisions.
  - Goal No. 3 Partnerships: Establish partnerships that foster meaningful educational opportunities on local, regional, and global scales. Prepare all learners to become engaged and productive citizens through service to others, collaboration, and real-world connections.
- Dr. Hart highlighted the upcoming viewing of 2nd chapter for Screenagers being held on January 28, 2020.

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

- None

**CORRESPONDENCE**

- None

**ADMINISTRATIVE REPORTS**

Motion to adopt 1.01 - 1.03

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

1.01      December 2019 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
3	RMS	11/20/2019	Yes
4	RMS	11/21/2019	No

1.03      Motion to adopt Readington Township School District Strategic Goals for 2020-2025.  
(Attachment 1.03)

## MINUTES

Motion to adopt 2.01

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

2.01      Motion to approve the Meeting Minutes January 7, 2020.

## FINANCE/FACILITIES

**Committee Report:** Ray Egbert provided minutes of the meeting held on January 13, 2020.

Motion to adopt 3.01 - 3.10

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

3.01      Motion to approve the **Bill List** for the period from **December 12, 2019** through **January 22, 2020** for a total amount of **\$3,235,995.57**.  
(Attachment 3.01)

3.02      Motion to approve **District Travel Schedule as of January 21, 2020** for a Total amount of **\$2,689.53**.  
(Attachment 3.02)

3.03      Motion to ratify and approve **Payroll** for the month of **November 2019** for a total amount of **\$2,085,275.97**.  
(Attachment 3.03)

3.04      Motion to ratify and approve the following **Account Transfers** for **November 1, 2019 through November 30, 2019**.  
(Attachment 3.04 - 3.04a)

3.05      Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: November 30, 2019 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of November 30, 2019 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 November 30, 2019 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 November 30, 2019.  
 (Attachment 3.05 & 3.05a)

3.06 Motion to approve the following Resolution:

**WHEREAS**, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY 2018-19 (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, THEREFORE BE IT RESOLVED** that the Readington Township Board of Education accepts and files 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, 2019 and approves the following corrective action plan for the recommendations in the report:

Recommendation 2019-001: The Extraordinary Aid application should be completed to accurately reflect costs of all eligible students.

Corrective Action: Data input into the Application for Special Education Extraordinary Aid shall be reviewed prior to final submission to ensure traces and agrees to underlying data calculation reflecting student and staff information for each student submission. The Pupil Services Department shall ensure the accuracy of data input to the application, and the business office will be responsible for reviewing the information input prior to final submission.

3.07 Motion to void the following prior year checks:

CHECK NUMBER	DATE	AMOUNT
053827	2/27/2019	\$2.85
053833	2/27/2019	\$22.32
053856	2/27/2019	\$4.46
054025	3/13/2019	\$4.22
054133	3/29/2019	\$38.42

3.08 Motion to approve the following resolution regarding authorization and submission of projects and a new Long Range Facility Plan:

**WHEREAS**, the Readington Township Board of Education approved a contract for professional architectural services with SSP Architects for the development of plans and specifications for various facility projects; and

**WHEREAS**, these facility projects are required to be submitted to the State Department of Education; and

**WHEREAS**, these facility projects are anticipated to be funded through local sources since they are considered to be other capital projects; and

**WHEREAS**, it is necessary to approve a new district's long range facility plan;

**NOW, THEREFORE BE IT RESOLVED** that the Readington Township Board of Education approves the submission of the attached LRFP to the State of New Jersey Department of Education; and

**FURTHERMORE**, included therein the following other capital projects not eligible for state funding and included in the 2020-2021 budget are as follows:

<u>School</u>	<u>Project</u>	<u>Project Number</u>
Three Bridges School	Boiler Tank	4350-060-20-1000
District Wide	IT Equipment Upgrades	4350-030-20-1000 4350-050-20-1000 4350-060-20-1000 4350-070-20-1000

3.09 Motion to approve a Professional Services Contract with SSP Architects for the following projects and fees:

Boiler \$38,000

Ancillary fees Not to exceed \$ 2,000

**WHEREAS**, it was necessary to incur costs for professional architectural services during the current year in preparation for construction in the summer of 2020; 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.

3.10 Motion to approve the Business Administrator to solicit bids for Three Bridges School Boiler project commencing during the 2020-2021 school year.

**EDUCATION/TECHNOLOGY**

**Committee Report** – Carol Hample provided minutes from meeting held on January 14, 2020.

Motion to adopt 4.01 - 4.09

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

4.01      Motion to apply for and accept a grant from the Readington Township Home and School Association in the amount of \$650 to be used for the Screenagers Licensing Fee 2020 (Purchased through Starhouse Media).

4.02      Motion to approve the Integrated Preschool Program tuition rate of \$400.00 per child, per month with a Transportation option for an additional amount of \$100.00 round trip per month/per family or \$50.00 one way per month/per family, for the 2020-2021 school year.

4.03      Motion to approve the Special Education Extended School Year Autism, LLD, Behavioral Disabilities, Extended Day Preschool, and Life Skills classes to occur Monday through Thursday from 9:00 a.m. - 1:00 p.m. from July 6 - August 6, 2020.

4.04      Motion to approve the Special Education Extended School Year Literacy and Preschool Disabled programs to occur Monday - Thursday, from 9:00 a.m. - 11:00 a.m. from July 6 - July 30, 2020.

4.05      Motion to ratify & approve home instruction for student H-190 from December 5, 2019 through February 5, 2020 for 5 hours per week. Services to be provided by Learnwell at a rate of \$47.00 per hour.

4.06      Motion to approve the following fiction books for the 2019-2020 school year:

<b>BOOK TITLE</b>	<b>GRADE</b>
Al Capone Does My Homework	Grade 6
Al Capone Throws Me a Curve	Grade 6
A Body in the Woods	Grade 7 Honors

4.07 Motion to adopt the following curriculum for the 2019-2020 school year:

<b>CURRICULUM</b>
Music - Grades 3-5
Music - Grades 6-8
Spanish - Grade 6

(Attachment 4.07)

4.08 Motion to adopt the following fundraiser for Readington Middle School for the 2019-2020 school year.

<b>SCHOOL</b>	<b>FUNDRAISER</b>	<b>RECIPIENT</b>
RMS	Valentine's Day Flower Sale	Nature & Garden Club

4.09 Motion to ratify and approve the following students in the Integrated Preschool Program for the 2019-2020 school year:

375932	198933	398523	224733	280033
609633	259523	221634	337332	980633
882032	964432	449933	577533	

**PERSONNEL**

**Committee Report** - Anna Shinn provided minutes from the meeting held on January 13, 2020.

Motion to adopt 5.01 - 5.11

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

- 5.01 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teachers/Aides/Nurses/Bus Drivers** paid at the applicable substitute rates, in the Readington Township District, pending satisfactory completion of employment requirements:

NAME	POSITION
Kristen Apple	Substitute Teacher/Aide

- 5.02 Motion to amend motion 5.04 from the September 10, 2019 and motion 5.09 from November 12, 2019 agendas as follows:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Jessica Weiss	Aide/Special Education (WHS) 30-04-D3/akx	From: \$19.69/hr. Aide C Step 3 To: \$19.89/hr. Aide C Step 4	09/01/2019 - 06/30/2020
Theresa Amster	From: Clerical Aide (RMS) 50-01-D4/amw To: Secretary to Assistant Principal (RMS) 50-01-D4/amy	\$43,025 Secretary Step 9/10	01/01/2020 - 06/30/2020

- 5.03 Motion to accept the Superintendent's recommendation and ratify the following position control changes and designated transfers for the 2019-2020 school year:

NAME	CHANGE	POSITION NUMBER	TITLE/ LOCATION	SALARY	EFFECTIVE DATE
Joyce Field	Transfer From: To:	30-03-D3/avh 30-03-D3/awg	PT Aide/Preschool FT Aide Preschool	\$18.11/hr. Aide NC Step 5	12/11/2019

- 5.04 Motion to approve Rebecca Coburn as the Readington Middle School Musical Audio Technician per her contractual rate for the 2019-2020 school year.

- 5.05 Motion to approve Denise Hawkins as a Special Education Chaperone for the Readington Middle School Drama Club at her contractual rate for the 2019-2020

school year.

5.06 Motion to appoint Michelle Johnson as Special Education Chaperone for Whitehouse School clubs, for the 2019-2020 school year, at her contractual rate, not to exceed \$200.

5.07 Motion to approve the following teachers for leading the Science Fairs at Three Bridges and Whitehouse Schools at their contracted rate:

TEACHER	SCHOOL	HOURS	# DAYS
Jill Nabozny	TBS	4 hours	2 days
Lori Yukniewicz	WHS	2 hours	1 day

5.08 Motion to accept the Superintendent's recommendation and approve the following position control changes for the 2019-2020 school year:

CHANGE	POSITION	LOCATION
Delete	Staff Development Coordinator 20-05-D2/avg	District
Delete	Teacher Coordinator 10-05-03/baf	District
Delete	Teacher/3 <sup>rd</sup> Grade 20-03-D2/bak	TBS
Delete	Teacher/3 <sup>rd</sup> Grade 20-04-D2/adb	WHS
Delete	Teacher/LA 20-01-D2/aex	RMS
Delete	Teacher/Special Education 20-03-D2/auk	TBS
Delete	Teacher/1 <sup>st</sup> Grade 20-04-D2/adj	WHS
Delete	Teacher/2 <sup>nd</sup> Grade 20-04-D2/adf	WHS

Delete	PT Nurse/Transportation 40-05-P9/axd	Transp.
Delete	Aide/Transportation 85-06-D6/amc	Transp.

5.09 Motion to approve Kevin Sanders as RMS Baseball Coach B for Readington Middle School for the 2019-2020 school year at his contractual rate.

5.10 Motion to approve the following mentors for the 2019-2020 school year as follows:

NEW STAFF MEMBER	SCHOOL/POSITION	MENTOR
Jake DePaolo	RMS/LTS-LA	Shaina Mirsky
Brendan Lenox	RMS/LTS-SS	Lisa Moor

5.11 Motion to accept the Superintendent's recommendation and approve an extended other leave in accordance with the RTEA contract Article XII, Section F for employee #6547 until June 30, 2020.

## **COMMUNICATION**

**Committee Report** – Robyn Mikaelian provided minutes from the meeting held on January 14, 2020.

Motion to adopt 6.01 - 6.02

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

6.01 Motion to approve the following attached policies and regulations for second reading:  
(Attachment 6.01)

- Policy 3218 - Use, Possession, or Distribution of Substances
- Regulation 3218 - Use, Possession, or Distribution of Substances
- Policy 4218 - Use, Possession, or Distribution of Substances
- Regulation 4218 - Use, Possession, or Distribution of Substances
- Policy 7440 - School District Security

- Regulation 7440 - School District Security
- Policy 8670 - Transportation of Special Needs Students
- Policy 9440 - Media Relations

6.02 Motion to approve the following attached policies and regulations for first reading:  
(Attachment 6.02)

- Policy 0144 - Board Member Orientation and Training
- Policy 8600 - Student Transportation
- Regulation 8600 - Student Transportation

**UNFINISHED BUSINESS**

- Committee assignments for the 2020 calendar year were shared.
- Highlights from the Readington HSA Business Meeting held on January 15, 2020 was discussed. Items included the major fundraising goals that have been achieved so far, organization of the board and committees, and the following fundraising events: March 10, 2020 Dine Around, April 4, 2020 Yankees Fundraiser, and April 25, 2020 Casino Night at Stanton Ridge.
- Board of Education tours are scheduled for January 24, 2020 and February 20, 2020.

**NEW BUSINESS FROM BOARD**

- None

**OPEN TO THE PUBLIC**

- None

**EXECUTIVE SESSION 8:00 p.m.**

**Motion: Mrs. Shinn      Second: Mrs. Mikaelian      Roll Call Vote: Carried 6 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 personnel matter regarding employee #5885, safety and security, and Superintendent’s evaluation (mid-year) for approximately 45 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 8:38 p.m.**

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

**ADJOURNMENT**

**Motion to Adjourn at 8:39 p.m.**

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

**Respectfully submitted,**

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

**Laura Simon  
President, Board of Education**