

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:00 p.m.
November 12, 2019

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: Carol Hample, Robyn Mikaelian, Andrew Saunders, Thomas Wallace, Eric Zwerling, Anna Shinn, Laura Simon

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

Absent: Jared Beatrice, Ray Egbert

Flag Salute

Superintendent's Report

- Dr. DeRosa, Principal, presented the thematic unit of the 50th Anniversary of the Moon Landing through various activities during the school year at Whitehouse School. Assisting with the presentation was Emily Bengels (Teacher), Paul Smith (School Counselor), and WHS students
- Dr. Hart provided an update on the strategic planning process currently underway, and shared future steps and timelines
- Jason Bohm, Business Administrator, presented the assessment of the wellness program at each of the four schools within the district, recent policy changes and goal attainment
- School Safety Summit November 19, 2019 at J.P. Case in Flemington School District

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

A community member had a question on the status of the Future Ready School initiative mentioned last school year. Dr. Hart provided a response stating that the district has held three meetings relating to the process for Future Ready Certification along with a self evaluation. Final report from the group was to wait until the Strategic Planning Process had been completed in winter 2019 to see if the strategic planning goals align in some manner with Future Ready before determining how to proceed.

CORRESPONDENCE

- M.W. Email - Video Cameras

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 - 1.02

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

1.01 October 2019 Enrollment and Drill Reports

1.02 Motion to accept the HIB reports and affirm the Superintendent's decision on the following case:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
1	RMS	9/25/2019	Yes

MINUTES

Motion to adopt 2.01 - 2.02

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

2.01 Motion to approve the Meeting Minutes October 15, 2019.

2.02 Motion to approve the Executive Session Minutes October 15, 2019.

FINANCE/FACILITIES

Committee Report - None

Motion to adopt 3.01 - 3.09

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

3.01 Motion to approve the **Bill List** for the period from **October 17, 2019** through **November 13, 2019** for a total amount of **\$572,997.64**.
(Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule as of November 12, 2019** for a Total amount of **\$4,630.94**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll** for the month of **September 2019** for a total amount of **\$2,034,791.33**.
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers** for **September 1, 2019 through September 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: September 30, 2019 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of September 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 September 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 September 30, 2019.

(Attachment 3.05 & 3.05a)

- 3.06 Motion to approve the 2019-2020 M-1 and Comprehensive Maintenance Plan.
(Attachment 3.06)
- 3.07 Motion to approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2019-2020 school year.
(Attachment 3.07)

3.08 Motion to approve attached fees for referees for athletics for the 2019-2020 school year.
(Attachment 3.08)

3.09 Motion to approve the tuition agreement for the following Hillsborough Township students to attend Readington Township Schools for the 2019-2020 school year at \$39,306.00. Transportation, if applicable, will be billed separately.

STUDENT #
755331
244032

EDUCATION/TECHNOLOGY

Committee Report – Mrs. Shinn provided minutes from the meeting held on November 4, 2019.

Motion to adopt 4.01 - 4.06

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

4.01 Motion to adopt the following list of fundraisers for Readington Middle School for the 2019-2020 school year:

FUNDRAISER	RECIPIENT
Barnes & Noble Book Fair	RMS Library Media Center
Discount Cards	RABC
Hats for Hunger	America's Grow-A-Row
Bake Sale	NJASC State Charity & RMS Student Council

4.02 Motion to apply for and accept a mini-grant in the amount of \$548.73 from the Readington Township Home and School Association to be used at Holland Brook School (J. Higdon) for alternative seating (ball chairs and wobble stools).

4.03 Motion to apply for and accept a grant in the amount of \$500.00 from ExxonMobil to be used toward "Introduce a Girl to Science and Engineering Day" at RMS.

4.04 Motion to submit an amendment to the following grant applications and acceptance of funds for year 2019-2020:

Title III Transfer \$79.00 from 100-600 (Supplies) to 200-500 (Professional Development) for East Amwell BOE.

IDEA Transfer \$1,200.00 from 100-500 (Tuition) to 200-500 (Professional Development) for Staff Development for Educators.

IDEA Transfer \$11,000.00 from 100-500 (Tuition) to 200-300 (Purchased Services) for Itinerant Teacher of the Deaf and physical therapy services for preschool students.

IDEA Transfer \$361.00 from 100-500 (Tuition) to 100-600 (Preschool Supplies).

4.05 Motion to ratify and approve summer 2019 ESY for students 699432 & 908230 to attend Summit Speech School at the ESY tuition rate of \$8,700.00 per student.

4.06 Motion to accept the Superintendent's recommendation and approve the following student placement in the Readington Township School District as follows:

STUDENT	SCHOOL/ PROGRAM	COOPERATING TEACHER/SCHOOL	EFFECTIVE DATES
Katheryn Olson	Susquehanna University/ Student Externship	Lori Gabrielsen/ Whitehouse School	40 hours in January 2020
Kyra Grimes	Raritan Valley Community College/ Student Observer	Carey-Anne Hendershot/RMS	10 hours in November/ December 2019

PERSONNEL

Committee Report - None

Motion to adopt 5.01 - 5.08

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

5.01 Motion to ratify and 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
Michelle White	Substitute Teacher/Aide
Jennifer Starke	Substitute Teacher/Aide
Jennifer Fischl	Substitute Teacher/Aide
Ashley Lambert	Substitute Teacher/Aide
Allison Porro	Substitute Teacher/Aide
Angela Knudson	Substitute Aide
Joan Pierson	Substitute Teacher/Aide
Randy Ribaud	Substitute Teacher/Aide
Olivia Vliet	Substitute Teacher/Aide
Kaitlyn Wagner	Substitute Teacher/Aide
Jose Valentin	Substitute Teacher/Aide
Brendan Lenox	Substitute Teacher/Aide

5.02 Motion to approve the following resignations:

NAME	POSITION	EFFECTIVE DATE
Alyssa DeLuca	Aide/Special Education (WHS) 30-04-D3/alo	November 8, 2019
Anne Middleton	PT Teacher/Special Education (RMS) 20-01-D2/bax	December 28, 2019
Monique Dowgin	Aide/Preschool (TBS) 30-03-D3/azh	November 13, 2019

5.03 Motion to accept and acknowledge the following retirements with appreciation for their years of service:

Michele Castagna	Secretary to Vice Principal (RMS) 50-01-D4/amy	January 31, 2020
Karen Kozal	Teacher/PE/Health (WHS) 20-04-D2/agq	June 30, 2020

5.04 Motion to approve Jason Bohm as District Wellness Coordinator for the 2019-2020 school year.

5.05 Motion to approve the following chaperones for Readington Middle School's after school homework room for the 2019-2020 school year at their contractual rate:

NAME
Ryan Newcamp
Jullian Tundidor
Brian O'Neil
Charlyn Lynch
*Michelle Hoff

*sports after school homework room

5.06 Motion to approve the following Readington Middle School staff as Special Education Chaperones for the 2019-2020 school year winter sports at their contractual rate:

NAME	ACTIVITY
Denise Hawkins	Wrestling
Brian O'Neil	Wrestling
Nancy Hill	Basketball

5.07 Motion to amend motion 5.05 from October 15, 2019 agenda approving Maureen Sjonell, School Nurse, and Diane Krasovec, RN, to provide nursing services at Readington Middle School home Wrestling matches in December 2019 and January 2020, from a total of 12 hours to 20 hours collectively, at their contractual rate.

5.08 Motion to accept the Superintendent's recommendation and to approve the following appointments:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Kristen Halozan	Aide/Special Education (RMS) New Position	\$19.49/hr. Aide C Step 2 (prorated)	November 13, 2019 - June 30, 2020
Brendan Lenox	LTS Teacher/Social Studies (RMS) 20-01-D2/aem	Substitute rate for the first 20 consecutive days, BA, Step 1 per diem rate thereafter	January 1, 2020

5.09 Motion to accept the Superintendent's recommendation and approve the following position control change and designated transfer for the 2019-2020 school year, effective January 1, 2020:

NAME	CHANGE	POSITION	LOCATION
Theresa Amster	Transfer From: To:	50-01-D4/amw 50-01-D4/amy	(RMS) Clerical Aide (RMS) Secretary to Vice Principal

COMMUNICATION

Committee Report - None

Motion to adopt 6.01

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

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

- Policy 3159 - Teaching Staff Member/School District Reporting Responsibilities
- Policy 6112 - Reimbursement of Federal and Other Grant Expenditures
- Regulation 6112 - Reimbursement of Federal and Other Grant Expenditures
- Policy 7510 - Use of School Facilities
- Policy 8630 - Bus Driver/Bus Aide Responsibility and Emergency School Bus Procedures
- Regulation 8630 - Bus Driver/Bus Aide Responsibility and Emergency School Bus Procedures
- Policy 9210 - Parent Organizations

UNFINISHED BUSINESS

- Board members who attended NJSBA Annual Convention in late October 2019 provided a summary of their experiences, knowledge gained, and workshops attended. These include but are not limited to mental health, gymnasium rubber flooring, effective board and student achievement, school performance reports, school law and payroll. A board member asked if we could recommend to NJSBA to record the sessions, and perhaps we could provide the feedback through the NJSBA Convention's survey.

NEW BUSINESS FROM BOARD

- School Safety Summit - 5:30-7:00 p.m. November 19, 2019
- Board Members were asked to confirm attendance for providing breakfast to the staff on December 9, 2019 as a thank you.
- Mr. Saunders reviewed recent assessments and testing scores for the district, requesting a more enhanced approach to raise test scores in the district. Suggestions included obtaining public data from surrounding districts to compare progress, identify areas of growth sooner in the school year to achieve results in the same school year, adapt structure, add more instructional coaches to staff, and perhaps increasing intervention or expanding grade-level time for areas of underperformance such as math. Dialogue between the board and administration followed with common goal to adjust practices upon review for what works for our Readington students.

OPEN TO THE PUBLIC

- None

EXECUTIVE SESSION 8:22 p.m.

Motion: Mrs. Shinn 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, to discuss a HIB 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 8:31 p.m.

ADJOURNMENT

Motion to Adjourn at 8:32 p.m.

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

Respectfully submitted,

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

**Laura Simon
Board President**