

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 6:00 p.m.
February 25, 2020

MINUTES

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

Anna Shinn called the meeting to order at 6:00 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 was taken.

Present: Ray Egbert, Robyn Mikaelian, Carolyn Podgorski, Andrew Saunders, Anna Shinn

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

Absent: Carol Hample, Thomas Wallace, Laura Simon

Carol Hample arrived at 6:45 p.m.

Thomas Wallace arrived at 6:50 p.m.

Flag Salute

Superintendent's Report

- Dr. Hart highlighted and recognized two students for their recent outstanding achievement: Mason Quintard for New Jersey Region II Symphonic Band and Christopher Serrao for NJ Association of Gifted Children 2020 Distinguished Student. Mr. Hylkema, Music Teacher, provided kind thoughts on Mason Quintard's accomplishment. Betsy Freeman, Teacher, provided kind thoughts on Christopher Serrao's accomplishments
- Dr. Hart provided the board and community an update on the anticipated and current housing development occurring within school district boundaries and how this might impact the school district moving forward
- The following departments presented their tentative budgets for the 2020-2021 school year:
 - Marci Cole, Transportation Dispatcher, for Transportation Department
 - Don Race, Facilities Manager, for Facilities Department
 - Jason Bohm, Business Administrator, for Central Office, Personnel & Benefits
- Dr. Hart highlighted motion 6.02 on this agenda requesting a change in board meeting from March 10, 2020 to March 17, 2020

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

- None

CORRESPONDENCE

- A.R. & R.T. Email - Read Across America
- J.S. Email - Substitute Rate for Aides

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 - 1.02

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

1.01 January 2020 Enrollment and Drill Reports

1.02 RMS Quarter 2 Discipline Report November 14, 2019 - January 30, 2020

Motion to adopt 1.03

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

1.03 Motion to accept the HIB report and affirm the Superintendent's decision on the following case, directing administration to undertake measures to enhance the social dynamic for student #521827 at HBS:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
5	HBS	01/09/2020	No

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mr. Wallace Second: Mrs. Hample Roll Call Vote: Carried 6 Yes
(Mr. Saunders and Mr. Egbert abstained 2.01-2.02)

2.01 Motion to approve the Meeting Minutes February 4, 2020.

2.02 Motion to approve the Executive Session Meeting Minutes February 4, 2020.

FINANCE/FACILITIES

Committee Report - None

Motion to adopt 3.01 - 3.07

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

3.01 Motion to approve the **Bill List** for the period from **February 6, 2020** through **February 26, 2020** for a total amount of **\$364,891.84**.
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of February 25, 2020** for a Total amount of **\$9,317.10**.
(Attachment 3.02)

3.03 Motion to ratify and approve **Payroll** for the month of **January 2020** for a total amount of **\$2,064,446.93**.
(Attachment 3.03)

3.04 Motion to ratify and approve the following **Account Transfers** for **January 1, 2020 through January 31, 2020**.
(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, 2020 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of January 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 January 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 January 31, 2020.

(Attachment 3.05 & 3.05a)

3.06 **WHEREAS**, the Readington Township Board of Education is in receipt of the New Jersey Department of Agriculture's (NJDA) Audit Report and

WHEREAS, the Board of Education is required to accept the report and approve the corrective action plans for any recommendations from the audit and certify implementation of corrective action,

NOW, BE IT RESOLVED that the Readington Township Board of Education accepts the NJDA Audit Report and now approves the certification of implementation for the corrective action plan for the recommendations in the report:

NO.	RECOMMENDATION	APPROVED CORRECTIVE ACTION	PERSONS RESPONSIBLE FOR CORRECTIVE ACTION IMPLEMENTATION	EFFECTIVE DATE OF IMPLEMENTATION
1	The Food Service Management Company (FSMC) should report and certify any applicable discounts, rebates, and credits to the SFA on its monthly operating statement	The School Food Authority (SFA) will ensure the FSMC reports on each monthly operating statement any applicable discounts, rebates, and credits to the SFA	Maschio's Food Services, Inc. management; Readington Township Board of Education Business Administrator and Assistant Business Administrator	February 2020
2	The Food Service Management Company (FSMC) should provide an accurate count of reimbursable meals at the point of service, ensuring students "accept" the meal before entry	The FSMC shall ensure all students accept meals at the point of service (e.g. register), or for students unable to access the lunch line due to physical or other limitation, that a manual certification is	Maschio's Food Services, Inc. management and staff; Readington Township Board of Education Principals	February 2020

		completed prior to entry so accurate count is achieved		
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3.07 Motion to approve Edenred Commuter Benefit Solutions to facilitate the New Jersey State Employees' Commuter Tax Savings Program, a benefit program authorized by P.L. 2011, c. 162 (Chapter 162) and available under Section 132(f) of the federal Internal Revenue Code (IRC), at a fee amount is 4% of the order total plus \$18 for shipping based on employee enrollment.

EDUCATION/TECHNOLOGY

Committee Report - Carol Hample provided minutes for the meeting held on February 18, 2020.

Motion to adopt 4.01 - 4.05

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

4.01 Motion to apply for and accept a mini-grant from the Readington Township Home and School Association for Holland Brook School in the amount of \$1,150.00 for Linda Rakowitz, classroom markerboard activity tables for flexible seating options from Kurtz Brothers.

4.02 Motion to adopt the following fundraiser for Readington Middle School for the 2019-2020 school year:

SCHOOL	FUNDRAISER	RECIPIENT
RMS	Spring Car Wash	RABC

4.03 Motion to adopt the following additional field trip for the 2019-2020 school year.

SCHOOL	GROUP	TRIP	LOCATION	COST TO PARENT
RMS	7th Grade	Flemington Old/New Courthouse, Doric House, Chimney Rock Inn	Flemington	\$22.00

4.04 Motion to apply for and accept an Arts Integration Teaching Artist Scholarship grant from the SANDS foundation, Arts Ed NJ, and FEA for a teaching artist to provide services to the district at no cost, a value of \$2,200.00. FEA shall directly remit payment to the teaching artist after services are rendered to the district Arts Integration Teaching Artist Scholarship (\$2,200.00).

4.05 Motion to approve the following non fiction book for the 2019-2020 school year:

BOOK TITLE	GRADE
Courage Has No Color	Grade 7

PERSONNEL

Committee Report - Anna Shinn provided minutes of the meeting held on February 10, 2020.

Motion to adopt 5.01 - 5.06

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

5.01 Motion to approve Anne Rieche as a special education chaperone for the Readington Middle School Fitness Club at her contractual rate for the 2019-2020 school year.

5.02 Motion to approve the following resignation:

NAME	POSITION	EFFECTIVE DATE
Karen Hopkins	PT Teacher/Special Education (RMS) 20-01-D2/bax PT Aide/Special Education (RMS) 30-01-D3/azu	02/28/2020
Jacob DePaolo	LTS Teacher/Language Arts (RMS) 20-01-D2/aem	02/24/2020

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

NAME	CHANGE	POSITION NUMBER	TITLE/ LOCATION	SALARY	EFFECTIVE DATE
Jennifer Snyder	Transfer From:	30-01-D3/bbc	PT Aide/Special Ed (RMS)	\$18.11/hr Aide NC Step 5	03/02/2020
	To:	30-01-D3/azu 30-01-D3/bbc	FT Aide/Special Ed (RMS)		

5.04 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teacher/Aide/Nurse/Bus Driver** paid at the applicable substitute rates, in the Readington Township District, pending satisfactory completion of employment requirements:

NAME	POSITION
Jeffrey Young	Substitute Teacher/Aide

5.05 Motion to approve a change in hours and salary for the following staff member due to change in route assignment:

NAME	POSITION	FROM	TO	EFFECTIVE DATES
Charlene Eitzen	Bus Driver	6.75hrs/day \$37,153.42	7hrs/day \$38,529.47 (prorated)	March 1, 2020

5.06 Motion to approve the following salary increases in recognition of the following employees' attainment of additional credits for lateral movement per RTEA Guide effective February 1, 2020:

EMPLOYEE NAME	SCHOOL	FROM STEP	SALARY	TO STEP	REVISED SALARY	INCREASED
Will Daly	RMS	BA+15 Step 11	\$63,015	MA Step 11	\$67,015	\$4,000

Kathryn Cecala	RMS	MA Step 7-8	\$64,390	MA+30 Step 7-8	\$66,790	\$2,400
Mindy Bennington	RMS	BA+15 Step15	\$70,190	MA Step 15	\$74,190	\$4,000
Jennifer Heller	HBS	BA+15 Step 17	\$74,680	MA Step 17	\$78,680	\$4,000

COMMUNICATION

Committee Report – None

Motion to amend 6.02 to change the March 10, 2020 meeting to March 17, 2020

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

Motion to adopt 6.01 - 6.02

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

6.01 Motion to accept the Superintendent’s recommendation to approve the Calendar for the 2020-2021 school year.
(Attachment 6.01)

6.02 Motion to accept the Superintendent’s recommendation to approve the revised 2020 Board of Education meeting dates.
(Attachment 6.02)

UNFINISHED BUSINESS

- None

NEW BUSINESS FROM BOARD

- Eric Zwerling provided minutes from the Green Committee meeting held on February 19, 2020
- Anna Shinn provided information from the Hunterdon County Municipal Alliances, whose efforts include maintaining drug, alcohol, and tobacco free programs to local youth. Anna Shinn will pass along information to Dr. Hart for review
- Robyn Mikaelian highlighted information from our SEL workshop held on February 14, 2020 including “Wingman” program which included NJDOE governor passing initiative for one member to be trained in first aid, arts being a secret weapon for SEL, new curriculum, Rock and Roll Forever Foundation, Rutgers programs, Pure Edge Inc., and other programs to foster healthy children.

- Tom Wallace discussed a community initiated movement, and recent group meeting at Lone Eagle Brewery to stop the mental health crisis impacting us locally and nationally. He further highlighted a recent board meeting at Hunterdon Central Regional High School where approx. 100 persons from the community attended on similar subject. He encouraged Dr. Hart and the surrounding districts to work collaboratively on this matter.
- On March 7, 2020, Hunterdon Central Regional High School, is hosting an open community forum on mental health. All are encouraged to attend.

OPEN TO THE PUBLIC

- None

EXECUTIVE SESSION - 7:41 p.m.

Motion: Mr. Egbert Second: Mr. Wallace 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, personnel/benefits budget review, legal matter regarding employee #5885, HIB: student hearing, and HIB for approximately 45 minutes at which time the Board expects to return to Public Session where action may 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.

Tom Wallace and Robyn Mikaelian left the meeting at 9:50 p.m due to negotiations conflicts

RETURN TO PUBLIC SESSION - 10:23 p.m.

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

ADJOURNMENT

Motion to Adjourn at 10:24 p.m.

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

Respectfully submitted,

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

**Laura Simon
President, Board of Education**