

# READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual Meeting

Regular Meeting 7:00 p.m.

October 13, 2020

## MINUTES

***Mission Statement:*** *We empower members of our community to lead purposeful lives with integrity, to cultivate a spirit of discovery, and to embrace connections in our diverse, global society.*

### **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, Carol Podgorski, Andrew Saunders, Thomas Wallace, Laura Simon

**Absent:** Ray Egbert

### **Flag Salute**

### **Superintendent's Report**

- Sharon Moffat, RMS Principal, presented RMS highlights for the 2020-2021 school year. These included, but were not limited to, remote instruction, virtual back-to-school night, spirit days, mentoring and student check-ins, and the return of students in-person to the building this morning with health and safety protocols in place.
- Gwen Thornton from NJSBA reviewed the status of the 2019-2020 board goals and the three district strategic planning goals for 2020-2025 school years: inquisitive learning, social awareness, and partnership. Proposed 2020-2021 board goals include:
  1. To continue to improve communications and expand community engagement with all stakeholders with a focus on broadening our efforts beyond our locality to highlight and celebrate district accomplishments, emphasizing our sustainability/greening initiatives.
  2. To set budget parameters that effectively plan for enrollment growth, maintain the depth, breadth and quality of the educational and co-curricular program while remaining fiscally accountable to the community.
  3. To continue to upgrade and refine safety and security measures to ensure student and staff safety.
  4. To ensure integration of Social-Emotional Learning across the curriculum.

- 5. To successfully complete negotiations with our bargaining units.
- Dr. Hart provided an update on the reopening of schools. All grades are now back for in-person instruction on an A/B schedule, half day. Dr. Hart is continuing the coordination with the New Jersey Department of Health to continue reopening the district safely. Dr. Hart reviewed data and virus transmission information.
- Dr. Hart recognized Anna Shinn who served the board since November 2014 while serving as Vice President since January 2017. She further served as a member of Personnel, Ed/Tech and Policy committees. Dr. Hart thanked her for all her hard work and dedicated service to the district.

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

- Sofia Stefanik, student, provided thoughts on Readington Middle School instruction so far given COVID-19 conditions, expressing teachers doing well but are have trouble handling in-person and remote instruction simultaneously. She asked the board to consider students going back to school in-person for instruction with masks and safety precautions.

**CORRESPONDENCE**

- Email P.W. - School Opening

**RESIGNATION AND ELECTION OF VICE-PRESIDENT**

- Resignation of Anna Shinn, Board Vice-President, effective September 30, 2020

Laura Simon acknowledged and thanked Anna Shinn for her role as Vice President and as a board member in its entirety. Mrs. Simon said Anna Shinn is thoughtful and considerate, and wishes her the best in her future endeavors. The Board will miss her.

Eric Zwerling said it was a pleasure to work with Anna, she wished her the best.

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

- Nomination and election of Board Vice President by Board President

**Nominations: Carol Hample was nominated by Tom Wallace.**

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

**ADMINISTRATIVE REPORTS**

Motion to adopt 1.01

**Motion: Mrs. Hample    Second: Mrs. Podgorski    Roll Call Vote: Carried 7 Yes**

- 1.01 September 2020 Enrollment and Drill Reports

## **MINUTES**

Motion to adopt 2.01 - 2.02

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

2.01 Motion to approve the Meeting Minutes September 15, 2020.

2.02 Motion to approve the Executive Session Meeting Minutes September 15, 2020.

## **FINANCE/FACILITIES**

**Committee Report** - Carol Hample provided minutes of the meeting held on October 7, 2020.

Eric Zwerling asked about the remediation status of one closed RMS well. Mr. Bohm said a 4-log UV filtration system is being installed and the well will be reopened when the NJDEP provides the district with approval following third-party water testing.

Motion to adopt 3.01 - 3.11

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

3.01 Motion to approve the **Bill List** for the period from **September 17, 2020** through **October 14, 2020** for a total amount of **\$2,372,439.92**.  
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of October 13, 2020** for a total amount of **\$925.00**.  
(Attachment 3.02)

3.03 Motion to ratify and approve **Payroll** for the month of **August 2020** for a total amount of **\$208,381.74** and the month of **September 2020** for a total amount of **\$2,031,695.28**.  
(Attachment 3.03-3.03a)

3.04 Motion to ratify and approve the following **Account Transfers** for **August 1, 2020 through August 31, 2020** and **September 1 through September 30, 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: August 31, 2020 and September 30, 2020 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 2020 and September 30, 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.

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Jason M. Bohm, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of August 31, 2020 and September 30, 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 August 31, 2020 and September 30, 2020. (Attachment 3.05 & 3.05c)

- 3.06 Motion to authorize the Business Administrator to void the following checks:

Check Number	Date	Amount
055122	9/12/2019	\$25.00
055124	9/12/2019	\$25.00
056707	7/23/2020	\$2,585.00

- 3.07 Motion to submit an amendment to the following for year 2020-2021 grant applications and acceptance of funds:

ESSA carry over from 2019-2020:

Title I	\$10,399.00
Title II	\$70.00
Title III	\$2,427.00

IDEA:

Preschool:	\$111.00
Basic	\$1,575.00

- 3.08 Motion to approve the closeout of the capital projects funds in Fund 32 (Security Cameras Capital Projects Account), and transfer the remaining balance of \$128,077.53 to Capital Reserve.

- 3.09 Motion to accept a Coronavirus Relief Fund Grant from the State of New Jersey in the amount of \$52,266.00 to be used to support reopening for in-person instruction and to support students during periods of remote learning.
- 3.10 Motion to approve a Non-Resident Tuition Agreement for Student #220426, per policy #5118, at a rate of \$21,582 for the 2020-2021 school year and an amount to be determined by the 2021-2022 budget once finalized for the 2021-2022 school year.
- 3.11 Motion to approve the tuition contract for student # 502432 to attend the Flemington-Raritan School District for the 2020-2021 school year at a tuition cost of \$90,951.00 (prorated). Transportation to be billed separately as needed.

**EDUCATION/TECHNOLOGY**

**Committee Report** - Carol Hample provided minutes from the meeting held on October 9, 2020.

Motion to adopt 4.01 - 4.07

**Motion: Mrs. Hample    Second: Mrs. Podgorski    Roll Call Vote: Carried 7 Yes**

- 4.01 Motion to ratify and approve home instruction for student H-202101 effective August 21, 2020 through November 1, 2020. Services to be provided by LearnWell at a rate of \$48.00 per hour not to exceed 5 hours per week.
- 4.02 Motion to accept the Superintendent’s recommendation and approve the following student placement in the Readington Township School District:

STUDENT	SCHOOL/PROGRAM	COOPERATING TEACHER/SCHOOL	EFFECTIVE DATES
James Quinn	Kean University/ Classroom Observation	Lori Gabrielsen HBS/RMS/WHS	20 Hours in Fall 2020

- 4.03 Motion to ratify and approve the following integrated preschool students for the 2020-2021 school year:

745734	911634	721134
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971935	592234	
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- 4.04 Motion to approve the attached list of HSA Events/Fundraisers. (Attachment 4.04)
- 4.05 Motion to approve fundraisers at Holland Brook School and Readington Middle School. (Attachment 4.05)
- 4.06 Motion to adjust preschool tuition and transportation fees based upon the partial day schedule. Tuition will be adjusted to \$300/month and will be re-adjusted back to \$400/month once preschool returns to a full day schedule. Transportation fees will be pro-rated based upon actual usage.
- 4.07 Motion to adopt the Intervention & Support Program Curriculum for Language Arts and Mathematics Literacy for Grades K-8 for the 2020-2021 school year. (Attached 4.07)

**PERSONNEL**

**Committee Report** - Carolyn Podgorski provided minutes from meeting held on October 7, 2020.

Motion to adopt 5.01 - 5.07

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

- 5.01 Motion to accept the following retirements with appreciation of their years of Service:

NAME	POSITION	EFFECTIVE DATE
Charlene Eitzen	Bus Driver (Transportation) 80-06-D6/aoa	12/31/2020
Roseann Oldenburg	Aide/Special Ed (RMS) 30-03-D3/bba	10/16/2020

- 5.02 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:

<b>NAME</b>	<b>POSITION</b>
Robert Singleton	Substitute Teacher/Aide
Carly Moor	Substitute Teacher/Aide
Barbara Hess	Substitute Teacher/Aide
Beatriz Stange	Substitute Teacher/Aide
Samantha Lovisa	Substitute Teacher/Aide
Erica Bekiarian	Substitute Aide
Patricia Kavanaugh	Substitute Aide
Joseph DeRogatis	Substitute Aide

5.03 Motion to approve the following appointments:

<b>NAME</b>	<b>POSITION</b>	<b>SALARY/STEP</b>	<b>EFFECTIVE DATE</b>
Meredith Kane	Aide/Special Ed (RMS) 30-03-D3/bba	\$18.00/hr. Aide NC Step 3 (prorated)	10/14/2020 - 6/30/2021
Kristen Halozan	LTS Teacher/Art (RMS) 20-01-D2/afn	\$20.00/hr Aide C + \$20/day for first 20 days \$56,235 BA Step 1-2 (1) per diem rate thereafter (prorated)	10/13/2020 - TBD

5.04 Motion to accept the Superintendent's recommendation and ratify the following Long Term Substitute Teacher appointments:

<b>NAME</b>	<b>POSITION</b>	<b>SALARY/STEP</b>	<b>EFFECTIVE DATE</b>
Lynda Breckinridge	LTS Teacher/1st Grade (TBS) 20-03-D2/acw	Substitute rate for the first 20 consecutive days, \$61,835 MA Step 1-2 (1) per	09/10/2020 - 12/23/2020

		diem rate thereafter (prorated)	
Robert Corio	LTS Teacher/ Kindergarten (TBS) 20-03-D2/axg	Substitute rate for the first 20 consecutive days, \$61,835 MA Step 1-2 (1) per diem rate thereafter (prorated)	9/11/2020 - 12/23/2020

5.05 Motion to accept the Superintendent's recommendation and ratify the following position control change and designated transfer for the 2020-2021 school year:

NAME	CHANGE	POSITION NUMBER	TITLE/ LOCATION	EFFECTIVE DATE
Charles Keri	Transfer From: To:	70-05-D5/apl 70-05-D5/aon	Custodian (BOE) Maintenance Mechanic (BOE)	10/14/2020
Roslin Staats	Transfer From: To:	70-01-D5/aol 70-05-D5/apl	Custodian (RMS) Custodian (BOE)	09/28/2020

5.06 Motion to adjust the salary of Charles Keri to reflect change of position to \$44,000.

5.07 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers to facilitate courses for the Readington Township 2020-2021 Fall-Winter Teacher Academy Program:

Facilitator	Session	Stipend
Bellew, Cheryl	Creating Lessons Based on Phenomena	\$90.00
Bengels, Emily	Google Jamboards for Interactive Classrooms	\$90.00
Bengels, Emily	Create Your Bitmoji Classroom	\$90.00
Freeman, Betsy	A More Beautiful Question	\$90.00



Gass, Shelly	Developing & Maintaining a Positive Mindset - Grades 4-8	\$60.00
Gass, Shelly	Developing & Maintaining a Positive Mindset - Grades PreK-3	\$60.00
Greenberg, Lauren	Virtual Learning: What Works and What Doesn't	\$90.00
Hendershot, Carey-Anne	Virtual Learning: What Works and What Doesn't	\$90.00
Hylkema, John	SEL for the Music Classroom	\$90.00
Maraventano, Nicole	Using Data to Plan Instruction - Grades 4-8	\$225.00
Maraventano, Nicole	Using Data to Plan Instruction - Grades K-3	\$225.00
Rehrig, Jodi	Ready Classroom & Mastering Fluency	\$60.00
Rehrig, Jodi	SMART Suite is SWEET (Beginners)	\$60.00
Rehrig, Jodi	SMART Suite is SWEET (Intermediate-Advanced)	\$60.00
Smith, Paul	Practical Strategies for a Peaceful Mind - Self Care	\$90.00
Smith, Paul	Practical Strategies for a Peaceful Mind - Classroom & Home Strategies	\$90.00
Solano, Lindsay	Top Ten Must-Have Tech Tips for Workflow and Student Engagement	\$90.00
Winter, Maria	Using i-Ready Diagnostic Reports to Guide Small Group Instruction	\$90.00

## **COMMUNICATION**

**Committee Report** - Robyn Mikaelian provided minutes of meeting held on September 21, 2020.

Motion to adopt 6.01

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

6.01    Motion to approve the following policies/regulations for first reading:

Policy 2270 - Religion in Schools  
 Policy 5111 - Resident and Nonresident Pupils  
 Regulation 5111 - Resident and Nonresident Pupils  
 Policy 5200 - Attendance  
 Regulation 5200 - Attendance

Policy 5320 - Immunization  
Regulation 5320 - Immunization  
Policy 8320 - Personnel Records  
Regulation 8320 - Personnel Records

**UNFINISHED BUSINESS**

- Laura Simon and Robyn Mikaelian highlighted the annual NJSBA Workshop agenda.

**NEW BUSINESS FROM BOARD**

- Laura Simon discussed the process to fill the vacancy on the board due to Anna Shinn's resignation. A public posting will occur tomorrow with October 28, 2020 being the deadline to submit a letter of interest and resume. The meeting likely to start earlier than planned between 5:00 p.m. or 6:00 p.m. to conduct interviews. Interviews will be approximately 10 minutes per person in executive session. Appointment will be made in public by vote of the board, and shall be through January 2022.
- Tom Wallace asked about winter sports in the building given the Governor's recent announcement allowing for it with precautions. Dr. Hart wants to review newly published guidelines issued by the NJDOH.
- Tom Wallace mentioned in Whitehouse School eating snacks on the floor in the hallway rather than at desks in classroom. Dr. Hart will follow-up with Principals.

**OPEN TO THE PUBLIC**

- None

**ADJOURNMENT**

**Motion to adjourn at: 8:17 p.m.**

**Motion: Mrs. Hample    Second: Mrs. Podgorski    Roll Call Vote: Carried 7**

Respectfully submitted,

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

**Laura Simon  
President, Board of Education**