

# READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual Meeting

Regular Meeting 7:00 p.m.

December 8, 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 Vice President – Open Public Meetings Act – Roll Call**

Carol Hample 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:** Anthony Emmons, Robyn Mikaelian, Carolyn Podgorski, Andrew Saunders, Thomas Wallace, Eric Zwerling, Carol Hample

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

**Absent:** Laura Simon

### **Flag Salute**

### **Superintendent's Report**

- Dr. Hart provided an update on COVID-19, Department of Health Dashboard, the State of New Jersey activity reports, and the impact on the school district. He provided resources to the community for further information. Social distancing, mask prevalence and enhanced cleaning protocols have led to our success to stopping inter-person transmission within our school district. The district is collaborating with local school districts and the State on a regular basis on contact tracing, data collection, among other items for the utmost safety of students, staff and the community.
- Dr. Hart highlighted that the school district is being reviewed by the State of NJ under a comprehensive monitoring program called QSAC. The district has performed a self-assessment to provide to the State and by early spring, the district anticipates to receive the results of the review by the State of NJ.
- Dr. Hart recognized Betsy Freeman, Coordinator of Green Initiatives and Sustainability, on her efforts to obtain a \$1,000 grant from the US Green Building Council for Readington Middle School to participate in the building learners program to further sustainability efforts in the district.
- Dr. Hart provided kind thoughts and thanks to both Robyn Mikaelian and Ray Egbert, highlighting their tremendous efforts to better the district and students.
- Dr. Hart wished everyone a happy holiday and restful winter break!
- Carol Hample and Eric Zwerling thanked Robyn Mikaelian and Ray Egbert for all their hard work and dedication.

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

- None

## **CORRESPONDENCE**

- Email T.K. - Reopening of Schools

## **ADMINISTRATIVE REPORTS**

Motion to adopt 1.01 - 1.06

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

- 1.01    November 2020 Enrollment and Drill Reports  
(Attachment 1.01)
- 1.02    October 2020 Revised Enrollment and Drill Reports (Yearly comparison  
modification)  
(Attachment 1.02)
- 1.03    School Safety Data Submission report for the period of January-June 2020  
(Attachment 1.03)
- 1.04    Quarterly Discipline Report  
(Attachment 1.04)
- 1.05    Motion to accept the Superintendent's recommendation to approve the Quality  
Single Accountability Continuum (QSAC) self assessment for submission to the  
New Jersey Department of Education accordance with N.J.A.C. 6A:30 and  
N.J.S.A. 18A:7A-10.  
(Attachment 1.05)
- 1.06    Ray Egbert resignation effective December 5, 2020

## **MINUTES**

Motion to adopt 2.01 - 2.02

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

- 2.01    Motion to approve the Meeting Minutes November 10, 2020.

2.02 Motion to approve the Executive Session Meeting Minutes November 10, 2020.

### **FINANCE/FACILITIES**

**Committee Report:** Thomas Wallace provided minutes of the meeting held on December 4, 2020.

Motion to adopt 3.01 - 3.07

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

3.01 Motion to approve the **Bills List** for the period from **November 12, 2020** through **December 9, 2020** for a total amount of **\$312,692.58**.  
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of December 8, 2020** for a total amount of **\$1,013.00**.  
(Attachment 3.02)

3.03 Motion to ratify and approve **Payroll** for the month of **October 2020** for a total amount of **\$2,032,587.80**.  
(Attachment 3.03-3.03a)

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

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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 October 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 October 31, 2020.  
(Attachment 3.05 & 3.05c)

- 3.06 Motion to approve tuition contract for a non-resident staff member's child to attend Readington Township Schools at the tuition rate of \$4,200.00 (prorated) for the 2020-2021 school year with anticipated start date of January 4, 2021:
- Employee #6679

- 3.07 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education (the "Board") desires to procure the services of an architectural firm; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-5(a), the procurement of professional services, such as architectural services, are exempt from public bidding; and

**WHEREAS**, to ensure a fair and open competitive process, the Board desires to solicit proposals through Requests for Proposals ("RFP").

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby authorizes the use of an RFP process in lieu of formal public bidding for the procurement of architectural services; and

**BE IT FURTHER RESOLVED** that the RFP process shall be administered by the School Business Administrator.

**EDUCATION/TECHNOLOGY**

**Committee Report:** Andrew Saunders provided minutes of the meeting held on November 30, 2020.

Motion to adopt 4.01 - 4.06

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

- 4.01 Motion to adopt the following fundraisers for the 2020-2021 school year.

SCHOOL	FUNDRAISER	RECIPIENT
RMS	Food Drive	Flemington Food Pantry
District Wide	Holiday Gifts	Readington HSA
District Wide	Eagle Project - Thank You Care Packages	Readington First Responders

- 4.02 Motion to apply for and accept an HSA grant in the amount of \$200.00 for books for the RMS library.

- 4.03 Motion to accept the \$1,000.00 fully-funded scholarship for Readington Middle School to join the US Green Building Council's Inaugural Building Learners 2021 Cohort.

4.04 Motion to approve the following books for the 2020-2021 school year:

BOOK TITLE	GRADE
Temple Grandin: How the Girl Who Loved Cows Embraced Autism & Changed the World	Grade 6
We Are One: the Story of Bayard Rustin	Grade 6
Babe Conquers the World	Grade 7
Billie Jean King: The Battle of the Sexes & Title IX	Grade 7
Being Jazz: My Life as a (Transgender) Teen	Grade 8
Famous Phonies	Grade 8
We Should Hang Out Sometime	Grade 8

4.05 Motion to approve an amendment to the IDEA grant to transfer funds in the amount of \$8,000.00 as follows for the purpose of hiring a consultant for the 2020-2021 school year:

From: 100-500 Professional Development  
To: 200-300 Consultants

4.06 Motion to apply for and accept additional CARES funding in the amount of \$4,392, for a revised total of \$44,587.

**PERSONNEL**

**Committee Report:** Carolyn Podgorski provided minutes of the meeting held on December 4, 2020.

Motion to adopt 5.01 - 5.07

**Motion: Mrs. Podgorski      Second: Mrs. Mikaelian      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
Gaye Villa	Assistant Business Administrator (BOE) 10-05-D1/aad	09/01/2021
Teresa Phillips	Payroll & Benefits Specialist (BOE) 50-05-D4/ani	06/30/2021

5.02 Motion to accept the following resignation:

NAME	POSITION	EFFECTIVE DATE
Jason Allen	Teacher/Music (RMS) 20-01-D2/agx	01/21/2021

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

NAME	POSITION
Owen Jacobus	Substitute Teacher/Aide
Dana Quinn	Substitute Teacher/Aide
Luis Freire	Substitute Teacher/Aide
Emily Obenauer	Substitute Teacher/Aide
Mehwish Suleman	Substitute Teacher/Aide
Gabriella Truppi	Substitute Teacher/Aide

5.04 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 DATE
Justine McAndrews	Bus Driver	5 hrs/day \$26,471.25	6.25 hrs/day \$33,089.06 (prorated)	01/04/2021 - 06/30/2021

5.05 Motion to approve Lori Yukniewicz as WHS Mathletes Club Coordinator for the 2020-2021 school year at a stipend per RTEA contract.

5.06 Motion to approve Jessica Richter as HBS Virtual Chorus Club Coordinator for the 2020-2021 school year at a stipend per RTEA contract.

- 5.07 Motion to approve the attached list of RMS Club Coordinators for the 2020-2021 school year at a stipend per RTEA contract.  
(Attachment 5.07)

## **COMMUNICATION**

**Committee Report:** Robyn Mikaelian provided minutes of the meeting held on November 24, 2020.

Motion to adopt 6.01

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

- 6.01 Motion to approve the following policies and regulations for first reading:  
(Attachment 6.01)

- Policy 1620 - Administrative Employment Contracts
- Policy 2431 - Athletic Competition
- Regulation 2431.1 - Emergency Procedures for Sports and Other Athletic Activity
- Policy 2464 - Gifted and Talented
- Policy 5330.05 - Seizure Action Plan
- Regulation 5330.05 - Seizure Action Plan
- Policy 5610 - Suspension
- Regulation 5610 - Suspension
- Policy 5620 - Expulsion
- Policy 7510 - Use of School Facilities
- Policy 8420 - Emergency and Crisis Situations

## **OLD BUSINESS**

- None

## **NEW BUSINESS FROM BOARD**

- The board was provided tentative 2021 fiscal board meeting dates which will be approved at our reorganization meeting on January 5, 2021.
- Ms. Hample provided an overview of the board vacancy appointment process due to Ray Egbert's resignation. Interviews will be conducted at our special meeting on January 5, 2021 at approximately 5:00 p.m. Ms. Hample encouraged those who submitted applications during the opening in November to reapply. The board hopes to have all new board members trained by our attorney, Fogarty & Hara on January 5, 2021 during reorganization.

## **OPEN TO THE PUBLIC**

- None

## **EXECUTIVE SESSION - 7:57pm.**

**Motion: Mr. Wallace      Second: Mrs. Saunders      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 HIB and legal matters for approximately 30 minutes at which time the Board expects to return to Public Session where action shall not 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 9:03 p.m.**

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

**ADJOURNMENT**

**Motion to adjourn at: 9:04 p.m.**

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

**Respectfully submitted,**

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

**Laura Simon  
President, Board of Education**