

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

AGENDA

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

The meeting is being held in compliance with the Open Public Meetings Act (N.J.S.A. 10:4-6-21) and is 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 may be taken.

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

Flag Salute

Superintendent’s Report

- Student Recognitions
 - Mason Quintard - New Jersey Region II Symphonic Band
 - Christopher Serrao - NJ Association of Gifted Children 2020 Distinguished Student
- Housing Development Presentation
- Budget Presentations
 - Transportation
 - Facilities
 - Administration and Personnel/Benefits

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

For members of the Readington Township School District Community who may be joining a Meeting for the first time or would like to provide comments tonight, we’re sharing the Board Policy pertaining to public comments. Thank you in advance for sharing your thoughts as per the District’s Policy.

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such

comment, the Board shall provide a period for public comment at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:

1. All statements shall be directed to the presiding officer. No participant may address or question Board members individually unless directed by the presiding officer.
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate; Web participants will type the information in as a preface to their comments.
3. If the Board of Education is webcasting the public meeting, the "chat" feature will be on during the public comment sessions only.
4. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard and time permits.
5. In order to provide sufficient opportunity for the public to be heard, a time limit of three minutes for each participant may be observed. Webcast participants making comments via chat may only enter one 256 character comment, excluding the announcement of his/her name and place of residence, unless the presiding officer asks for clarification or further information. The President may, at his/her discretion, limit discussion on any topic. The portion of the meeting during which the public is invited shall be limited to sixty minutes.

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:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

1.01 January 2020 Enrollment and Drill Reports

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

MINUTES

Motion to adopt 2.01 - 2.02

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

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

Motion to adopt 3.01 - 3.07

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

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 completed prior to entry so accurate count is achieved	Maschio's Food Services, Inc. management and staff; Readington Township Board of Education Principals	February 2020

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

Motion to adopt 4.01 - 4.05

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

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

Motion to adopt 5.01 - 5.06

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

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
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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+15 Step 7-8	\$66,790	\$2,400
Mindy Bennington	RMS	BA+15 Step 15	\$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

Motion to adopt 6.01 - 6.02

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

- 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

NEW BUSINESS FROM BOARD

- Green Committee Update

OPEN TO THE PUBLIC

EXECUTIVE SESSION

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

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.

RETURN TO PUBLIC SESSION

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	

ADJOURNMENT

Motion to Adjourn at

Motion:

Second:

Roll Call Vote:

ROLL CALL:

Ray Egbert		Carol Hample		Robyn Mikaelian	
Carolyn Podgorski		Andrew Saunders		Thomas Wallace	
Eric Zwerling		Anna Shinn		Laura Simon	