

READINGTON TOWNSHIP BOARD OF EDUCATION

Readington Middle School Media Center

Work Session Meeting 7:00 p.m.

May 10, 2016

AGENDA

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

This meeting is being held in compliance with the Open Public Meetings Act (NJSA 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. Formal action may be taken.

ROLL CALL:

| | | | | | |
|-------------------|--|-------------|--|----------------|--|
| Christopher Allen | | Wayne Doran | | Ray Egbert | |
| William Goodwin | | Anna Shinn | | Melissa Szanto | |
| Eric Zwerling | | Laura Simon | | Cheryl Filler | |

Flag Salute

SUPERINTENDENT’S REPORT

Readington Middle School Presentation

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

ADMINISTRATIVE REPORTS

- 1.01 Enrollment and Drill Reports
- 1.02 Violence and Vandalism Report: September through December 2015
- 1.03 Motion to accept the following HIB report:

| School | Date | Findings of Harassment, Intimidation or Bullying |
|--------|------------|--|
| RMS | 04/18/2016 | No |

MINUTES

- 2.01 Motion to approve the Minutes April 12, 2016.
- 2.02 Motion to approve the Executive Session Minutes April 12, 2016.
- 2.03 Motion to approve the Minutes April 26, 2016.
- 2.04 Motion to approve the Minutes April 26, 2016.

FINANCE/FACILITIES

Committee Report

Motion to adopt 3.01 – 3.05; 3.13 – 3.16

Motion:

Second:

Roll Call Vote:

ROLL CALL:

| | | | | | |
|-------------------|--|-------------|--|----------------|--|
| Christopher Allen | | Wayne Doran | | Ray Egbert | |
| William Goodwin | | Anna Shinn | | Melissa Szanto | |
| Eric Zwerling | | Laura Simon | | Cheryl Filler | |

- 3.01 Motion to approve the **Bill List** for the period from **April 28, 2016** through **May 11, 2016** for a total amount of **\$1,055,568.77**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule May 10, 2016** for a total amount of **\$926.48**. (Attachment 3.02)
- 3.03 Motion to approve **Account Transfers** for **April 1, 2016** through **April 30, 2016**. (Attachment 3.03-3.03a)
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: March 31, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2016 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.

Steffi-Jo DeCasas, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of March 31, 2016 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 March 31, 2016. (Attachment 3.04 & 3.04a)

3.05 **RESOLUTION OF THE READINGTON TOWNSHIP BOARD OF EDUCATION ACCEPTING THE RECOMMENDATIONS OF THE EVALUATION REPORT DATED May 10, 2016, AND AWARDING A CONTRACT TO THE SUCCESSFUL RESPONDENT IN CONNECTION WITH THE BOARD OF EDUCATION'S SOLAR INITIATIVE**

WHEREAS, the Readington Township Board of Education (the "BOE"), administered a procurement process pursuant to the competitive contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., by issuing a *Request for Proposals for a Developer of Photovoltaic Systems on Lands and Facilities Owned by Readington Township Board of Education, Hunterdon County, New Jersey*, dated December 16, 2015 (the "RFP"); and

WHEREAS, the BOE received four (4) proposals in response to the RFP on January 19,

2016 from the following firms:

1. Greenskies
2. Ameresco
3. Solar City
4. HESP Solar

WHEREAS, Readington selected an evaluation team to review the proposals received and interview the respondents (the "Evaluation Team"); and

WHEREAS, based upon a legal review of the proposals received, the Evaluation Team determined that the following proposal was not responsive to the requirements of the RFP:

- Solar City

WHEREAS, the Evaluation Team recommends that the proposal received from Solar City be rejected for being non-responsive to the requirements of the RFP; and

WHEREAS, following the completion of a detailed evaluation of the remaining proposals, as well as interviews with each respondent, the Evaluation Team developed the Evaluation Report, dated May 10, 2016, a copy of which is attached hereto as **Exhibit A**; and

WHEREAS, the Evaluation Report was made available to the public for review at least 48-hours prior to the consideration of this resolution; and

WHEREAS, the Evaluation Report recommends that the team of _____ be selected as the Successful Respondent to the RFP under proposal Option _____; and

NOW, THEREFORE, BE IT RESOLVED by the Readington Township Board of Education, as follows:

1. The aforesaid recitals are incorporated herein as if set forth at length.
2. The Evaluation Team's recommendation to reject the Solar City proposal as being nonresponsive to the requirements of the RFP is accepted.
3. The recommendation of the Evaluation Team contained in the Evaluation Report to select _____ under Proposal Option ____ as the Successful Respondent is accepted.
4. The Evaluation Team is authorized and directed to complete within 30 days of the date of this Resolution a Power Purchase Agreement as well as any other ancillary documents necessary to effectuate the intent of this Resolution.
5. The Business Administrator is hereby authorized and directed, on behalf of the Board, subject to the advice and counsel of the BOE's Special Energy Counsel and Energy Consultant, to execute a Power Purchase Agreement with the Successful Respondent, as well as any other ancillary documents necessary to effectuate the intent of this Resolution.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

- 3.06 Motion to approve the following appointments for the 2016-17 school year as part of their regular job duties:

| | |
|---|---------------------------------|
| Affirmative Action Officer(s) | Karen Tucker/Jonathan Moss Alt. |
| Anti-Bullying Coordinator | Karen Tucker |
| Right to Know Officer | Donald Race |
| 504 Committee Coordinator | Karen Tucker |
| AHERA Coordinator | Donald Race |
| Substance Awareness Coordinator | Karen Tucker |
| Integrated Pest Management Coordinator | Donald Race |
| Chemical Hygiene Officer | Donald Race |
| Custodian of Records | Steffi-Jo DeCasas |
| Indoor Air Quality Designee | Donald Race |
| Public Agency Compliance Officer (PACO) | Steffi-Jo DeCasas |
| Certified Purchasing Agent | Steffi-Jo DeCasas |
| Safety & Health Designee (SAIF) | Donald Race |

- 3.07 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations for 2016-17.

- 3.08 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit 2016-17 payments including electronic bill payments as deemed necessary, between scheduled board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees.

- 3.09 Motion to authorize the Business Administrator with approval of the Superintendent to make 2016-17 account transfers between board meetings pending ratification by the Board of Education.

- 3.10 Motion to authorize the following signatures on 2016-17 accounts maintained by the Board of Education:

| | |
|--|---|
| General Fund Checking | President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3) |
| Cafeteria Checking | President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent(any3) |
| Salary Checking | President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent(any3) |
| Payroll Agency Checking | President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any3) |
| Payroll Agency Reimbursement Account (flexible spending reimbursement) | President or Vice President, Board Secretary or Assistant Board Secretary (any1) |

| | |
|---|---|
| Readington Middle School Activity Account | Principal or Assistant Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2) |
| Whitehouse School Activity Account | Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2) |
| Three Bridges School Activity Account | Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2) |
| Holland Brook School Activity Account | Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2) |
| Capital Reserve Account | Superintendent or Board Secretary or Assistant Board Secretary(any 2) |
| Emergency Reserve Account | Superintendent or Board Secretary or Assistant Board Secretary(any 2) |
| Maintenance Reserve Account | Superintendent or Board Secretary or Assistant Board Secretary(any2) |

3.11 Motion to authorize maintaining the following 2016-17 petty cash accounts:

| Account Title | Balance | Expenditure Limit |
|---------------------------------------|----------|-------------------|
| Readington Middle School Petty Cash | \$100.00 | \$25.00 |
| Holland Brook School Petty Cash | \$100.00 | \$25.00 |
| Three Bridges School Petty Cash | \$100.00 | \$25.00 |
| Whitehouse School Petty Cash | \$100.00 | \$25.00 |
| Central Office Petty Cash | \$100.00 | \$25.00 |
| Pupil Services Petty Cash | \$100.00 | \$25.00 |
| Curriculum and Instruction Petty Cash | \$100.00 | \$25.00 |
| Office of Technology Petty Cash | \$100.00 | \$25.00 |
| Transportation Department Petty Cash | \$300.00 | \$25.00 |
| Life Skills Petty Cash | \$150.00 | \$25.00 |

3.12 Motion to approve the YMCA School Age Child Care Programs for the 2016-2017 school year.

3.13 Motion to appoint Van Cleef Engineering to document the site triangle easement for Holland Brook School as required by the County of Hunterdon in reference to the summer paving project at the Holland Brook and Readington Middle Schools at a fee of \$350.00.

- 3.14 Motion to adopt the following Resolution correcting the award to Paving and Step Construction Contracts:

RESOLUTION

WHEREAS, the Readington Township Board of Education (hereinafter referred to as the "Board") advertised for bids for the Paving Reconstruction at the Holland Brook School, Paving and Exterior Stair Replacement at the Readington Middle School, and Paving and Exterior Stair Replacement at the Three Bridges School (hereinafter referred to as the "Project"); and

WHEREAS, on April 12, 2015, the Board received two (2) bids for the Project as reflected on the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for the Project was submitted by Top Line Construction Corp. (hereinafter referred to as "Top Line"), and the bid submitted by Top Line was responsive in all material respects; and

WHEREAS, the Board awarded the contract for the Project to Top Line during its April 26, 2016 meeting; and

WHEREAS, the Alternates A-1 through A-4 were not included in the Board's April 26, 2016 Resolution awarding the contract for the Project to Top Line due to a clerical error; and

WHEREAS, the Board remains desirous to award the contract inclusive of Alternates A-1 through A-4; and

WHEREAS, the total contract sum for this project is \$1,392,686.65, with a base bid in the amount of \$1,309,105.95, together with Alternate A-1 in the amount of \$24,044.39, Alternate A-2 in the amount of \$9,279.60, Alternate A-3 in the amount of \$17,409.95 and Alternate A-4 in the amount of \$32,846.76.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the contract for the Paving Reconstruction at the Holland Brook School, Paving and Exterior Stair Replacement at the Readington Middle School, and Paving and Exterior Stair Replacement at the Three Bridges School, in a total contract sum of \$1,392,686.65 representing a base bid in the amount of \$1,309,105.95, together with Alternate A-1 in the amount of \$24,044.39, Alternate A-2 in the amount of \$9,279.60, Alternate A-3 in the amount of \$17,409.95 and Alternate A-4 in the amount of \$32,846.76, to Top Line Construction Corp.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing an insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms set forth in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreements and any other documents necessary to effectuate the terms of this Resolution.

- 3.15 Motion to approve a contract with eTechnology, Inc., through the Hunterdon County Educational Services Commission, to provide technology services as specified in SOW 116-195.
- 3.16 Resolved to renew the districts employee insurance benefits as with AmeriHealth and Horizon Dental

| AmeriHealth Plans | | 2016-17 Monthly Rates | | | | |
|--------------------------|---------------------------------------|------------------------------|-----------------|------------|------------|-------------------|
| Plan # | Plans | One Adult | Adult/ Children | Two Adults | Family | Overage Dependent |
| H10 | PPO 10 PS Plan B w/ Int Rx | \$838.81 | \$1,425.97 | \$1,677.61 | \$2,264.78 | \$565.36 |
| H15 | PPO Direct 15 w/ Int Rx | \$791.82 | \$1,346.12 | \$1,583.68 | \$2,137.96 | \$533.69 |
| H51 | PPO Direct 15/25 w/ Int Rx | \$766.30 | \$1,302.69 | \$1,532.59 | \$2,069.00 | \$516.49 |
| H63 | PPO Freedom 15/25 FS Rx \$7/\$16/\$35 | \$768.99 | \$1,307.29 | \$1,537.99 | \$2,076.31 | \$518.31 |
| H52 | PPO Direct 20/20 w/Int Rx | \$726.03 | \$1,234.25 | \$1,452.07 | \$1,960.28 | \$489.35 |
| H56 | PPO Direct 20/35 w/Int Rx | \$626.32 | \$1,064.75 | \$1,252.64 | \$1,691.07 | \$422.14 |
| H19 | HMO PS 10 FS Rx \$5/\$10/\$20 | \$833.03 | \$1,416.18 | \$1,666.10 | \$2,249.22 | \$561.46 |
| H62 | HMO 20/30 FS Rx \$3/\$18/\$46 | \$736.74 | \$1,252.48 | \$1,473.49 | \$1,989.22 | \$496.56 |
| H55 | HMO Coins Opt 2 FS Rx \$7/\$21 | \$641.72 | \$1,090.96 | \$1,283.46 | \$1,732.67 | \$432.52 |

| Horizon Dental Plans | | 2016-17 Monthly Rates | | | | |
|-----------------------------|--------------------|------------------------------|-----------------|------------|----------|--|
| Plan # | Plans | One Adult | Adult/ Children | Two Adults | Family | |
| H04 | Dental Option Plan | \$ 30.07 | \$ 52.34 | \$ 57.62 | \$ 87.93 | |
| H05 | Dental Choice | \$ 24.84 | \$ 48.75 | \$ 53.67 | \$ 81.90 | |
| H06 | Dental Total Care | \$ 32.26 | \$ 55.95 | \$ 61.59 | \$ 93.99 | |

EDUCATION/TECHNOLOGY
Committee Report

Motion to adopt 4.01 and 4.03

Motion:

Second:

Roll Call Vote:

ROLL CALL:

| | | | | | |
|-------------------|--|-------------|--|----------------|--|
| Christopher Allen | | Wayne Doran | | Ray Egbert | |
| William Goodwin | | Anna Shinn | | Melissa Szanto | |
| Eric Zwerling | | Laura Simon | | Cheryl Filler | |

4.01 Motion to approve a \$50 honorarium payment to the Hunterdon County YMCA for facilitating a session at our April 22, 2016 In-Service Day (paid via NCLB funds 2015-2016).

4.02 Motion to approve RMS Theater Students to visit TBS on May 27 to present a play.

4.03 Motion to approve the non-resident tuition rate of \$3,500.00 per year for tenured staff members' children to attend Readington Township Public Schools for the 2016-2017 school year.

4.04 Motion to approve an extension for home instruction for student H-157 from through June 17, 2016 for 10 hours per week.

PERSONNEL
Committee Report

Motion to adopt 5.01 - 5.02; 5.10 - 5.11

Motion:

Second:

Roll Call Vote:

ROLL CALL:

| | | | | | |
|-------------------|--|-------------|--|----------------|--|
| Christopher Allen | | Wayne Doran | | Ray Egbert | |
| William Goodwin | | Anna Shinn | | Melissa Szanto | |
| Eric Zwerling | | Laura Simon | | Cheryl Filler | |

5.01 Motion to accept the Superintendent's recommendation and appoint the tenured certificated staff members for the 2016-2017 school year in accordance to the agreement with the Readington Township Education Association. (Attachment 5.01)

- 5.02 Motion to accept the Superintendent's recommendation and appoint the non-tenured certificated staff members for the 2016-2017 school year in accordance to the agreement with the Readington Township Education Association. (Attachment 5.02)
- 5.03 Motion to accept the Superintendent's recommendation and appoint paraprofessionals with final appointments pending assignments as required through student individual education plans for the 2016-2017 school year and in accordance to the agreement with the Readington Township Education Association. (Listing to be provided for May 24, 2016 meeting)
- 5.04 Motion to accept the Superintendent's recommendation and appoint clerical aides for the 2016-2017 in accordance to the agreement with the Readington Township Education Association. (Listing to be provided for May 24, 2016 meeting)
- 5.05 Motion to accept the Superintendent's recommendation and appoint Custodians for the period of July 1, 2016 through June 30, 2017 in accordance to the agreement with the Readington Township Education Association. (Listing to be provided for May 24, 2016 meeting)
- 5.06 Motion to accept the Superintendent's recommendation and appoint Secretaries for the 2016-2017 in accordance to the agreement with the Readington Township Education Association. (Listing to be provided for May 24, 2016 meeting)
- 5.07 Motion to accept the Superintendent's recommendation and appoint Maintenance Mechanics for the period of July 1, 2016 through June 30, 2017. (Listing to be provided for May 24, 2016 meeting)
- 5.08 Motion to accept the Superintendent's recommendation and appoint Technology staff for the 2015-2016 school year. (Listing to be provided for May 24, 2016 meeting)
- 5.09 Motion to accept the Superintendent's recommendation and appoint other support staff for the 2016-2017 school year in accordance to the agreement with the Readington township Education Association. (Listing to be provided for May 24, 2016 meeting)
- 5.10 Motion to accept the Superintendent's recommendation and appoint tenured administrators for the 2016-2017 school year in accordance to the agreement with the Readington Township Administrators Association. (Attachment 5.10)

- 5.11 Motion to accept the Superintendent's recommendation and appoint non-tenured administrators for the 2016-2017 school year in accordance to the agreement with the Readington Township Administrators Association. (Attachment 5.11)
- 5.12 Motion to accept the Superintendent's recommendation and appoint unaligned administrators for the 2016-2017 school year. (Listing to be provided for May 24, 2016 meeting)
- 5.13 Motion to accept the Superintendent's recommendation and appoint Confidential Secretaries for the 2015-2016 school year. (Listing to be provided for May 24, 2016 meeting)
- 5.14 Motion to accept the Superintendent's recommendation and approve the following Technology summer support staff effective July 11, 2016 through August 30, 2016.

| | | <u>Total Summer Hours</u> | <u>Rate/Hr</u> | <u>Maximum Aurthoized Pay</u> |
|--|-------------------------|-----------------------------------|----------------|-----------------------------------|
| Teacher/Staff Member Mary Coyle | 6 Weeks 32 Hrs/week | 192 | \$15 | \$2880 |
| Teacher/Staff Member José A Fernández | 6 Weeks 32 Hrs/week | 192 | \$15 | \$2880 |
| Student Abigail(Abby) Terese | 5 Weeks 20 Hrs/week | 100 | \$9 | \$900 |
| Student Alexis Girgis | 5 Weeks 20 Hrs /week | 100 | \$9 | \$900 |
| | | | | \$7,560 |

- 5.15 Motion to accept the Superintendent's recommendation and approve the following teacher for facilitating a workshop at the April 22, 2016 In-service Day:

| Teacher/Facilitator | Prep Time | Amount |
|----------------------------|------------------|---------------|
| Hoffman, Meghan | 1.5 hours | \$45.00 |

- 5.16 Motion to approve Katie Van Why to continue home instruction for student H-157 through June 17, 2016 for 10 hours per week at a rate of \$30.00 per hour.

- 5.17 Motion to accept the following resignations:

| NAME | POSITION | EFFECTIVE DATE |
|---------------|--------------------------------------|-----------------------|
| Loren Hamblin | Head Custodian (RMS) 70-01-D5/aoy | May 20, 2016 |

- 5.18 Motion to acknowledge the following retirement with appreciation for her years of service:

| NAME | POSITION | EFFECTIVE DATE |
|-----------------|-------------------------------------|-----------------------|
| Tommasina Biase | HBS Grade 5 Teacher 20-02-D2/abt | June 30, 2016 |

- 5.19 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teacher/Aide/Nurse** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

Cathleen Ciarelli

COMMUNICATIONS

Committee Report

- 6.01 Motion to accept the Superintendent's recommendation and approve for first reading the following Policies:

0167 – Public Participation in Board Meetings
0168 – Recording Board Meetings
2422 – Health and Physical Education
2425 – Physical Education (abolish)
3431.1 – Family Leave (Teaching Staff Members)
4431.1 – Family Leave (Support Staff)
6620 – Petty Cash
8550 – Outstanding Food Service Charges

UNFINISHED BUSINESS

BOE Self Evaluation
CSA Evaluation

NEW BUSINESS FROM BOARD

OPEN TO THE PUBLIC

ADJOURNMENT

Motion to Adjourn at _____

Motion:

Second:

Vote: