

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:00 p.m.
January 21, 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

- Highlight: Holland Brook School
- January - June 2019 SSDS (Student Safety Data System)
- Strategic Goals Presentation
- Screenagers - January 28, 2020

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

Motion to adopt 1.01 - 1.03

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 December 2019 Enrollment and Drill Reports

1.02 Motion to accept the HIB reports and affirm the Superintendent's decision on the following cases:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
3	RMS	11/20/2019	Yes
4	RMS	11/21/2019	No

1.03 Motion to adopt Readington Township School District Strategic Goals for 2020-2025.
(Attachment 1.03)

MINUTES

Motion to adopt 2.01

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 January 7, 2020.

FINANCE/FACILITIES

Committee Report

Motion to adopt 3.01 - 3.10

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 **December 12, 2019** through **January 22, 2020** for a total amount of **\$3,235,995.57**.
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of January 21, 2020** for a Total amount of **\$2,689.53**.
(Attachment 3.02)

3.03 Motion to ratify and approve **Payroll** for the month of **November 2019** for a total amount of **\$2,085,275.97**.
(Attachment 3.03)

- 3.04 Motion to ratify and approve the following **Account Transfers** for **November 1, 2019 through November 30, 2019**.
(Attachment 3.04 - 3.04a)
- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: November 30, 2019 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of November 30, 2019 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 November 30, 2019 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 November 30, 2019.
(Attachment 3.05 & 3.05a)

- 3.06 Motion to approve the following Resolution:

WHEREAS, the Readington Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY 2018-19 (CAFR) and the Auditor's Management Report as prepared and submitted by Bedard, Kurowicki & Co., CPA and

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

NOW, THEREFORE BE IT RESOLVED that the Readington Township Board of Education accepts and files with the Department of Education the Comprehensive Annual Financial Report and Management Report on Administrative Compliance and Performance for the Fiscal Year Ended June 30, 2019 and approves the following corrective action plan for the recommendations in the report:

Recommendation 2019-001: The Extraordinary Aid application should be completed to accurately reflect costs of all eligible students.

Corrective Action: Data input into the Application for Special Education Extraordinary Aid shall be reviewed prior to final submission to ensure traces and agrees to underlying data calculation reflecting student and staff information for each student submission. The Pupil Services Department shall ensure the accuracy of data input to the application, and the business office will be responsible for reviewing the information input prior to final submission.

3.07 Motion to void the following prior year checks:

CHECK NUMBER	DATE	AMOUNT
053827	2/27/2019	\$2.85
053833	2/27/2019	\$22.32
053856	2/27/2019	\$4.46
054025	3/13/2019	\$4.22
054133	3/29/2019	\$38.42

3.08 Motion to approve the following resolution regarding authorization and submission of projects and a new Long Range Facility Plan:

WHEREAS, the Readington Township Board of Education approved a contract for professional architectural services with SSP Architects for the development of plans and specifications for various facility projects; and

WHEREAS, these facility projects are required to be submitted to the State Department of Education; and

WHEREAS, these facility projects are anticipated to be funded through local sources since they are considered to be other capital projects; and

WHEREAS, it is necessary to approve a new district's long range facility plan;

NOW, THEREFORE BE IT RESOLVED that the Readington Township Board of Education approves the submission of the attached LRFP to the State of New Jersey Department of Education, furthermore, included there in the following other capital projects not eligible for state funding and included in the 2020-2021 budget are as follows:

<u>School</u>	<u>Project</u>	<u>Project Number</u>
Three Bridges School	Boiler Tank	4350-060-20-1000

District Wide	IT Equipment Upgrades	4350-030-20-1000
		4350-050-20-1000
		4350-060-20-1000
		4350-070-20-1000

- 3.09 Motion to approve a Professional Services Contract with SSP Architects for the following projects and fees:

Boiler	\$38,000
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Ancillary fees	Not to exceed \$ 2,000
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WHEREAS, it was necessary to incur costs for professional architectural services during the current year in preparation for construction in the summer of 2020; and

NOW THEREFORE BE IT RESOLVED, that the Readington Township Board of Education approves the withdrawal of the above amounts from capital reserve effective immediately.

- 3.10 Motion to approve the Business Administrator to solicit bids for Three Bridges School Boiler project commencing during the 2020-2021 school year.

EDUCATION/TECHNOLOGY

Committee Report

Motion to adopt 4.01 - 4.09

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 grant from the Readington Township Home and School Association in the amount of \$650 to be used for the Screenagers Licensing Fee 2020 (Purchased through Starhouse Media).

- 4.02 Motion to approve the Integrated Preschool Program tuition rate of \$400.00 per child, per month with a Transportation option for an additional amount of \$100.00 round trip per month/per family or \$50.00 one way per month/per family, for the 2020-2021 school year.
- 4.03 Motion to approve the Special Education Extended School Year Autism, LLD, Behavioral Disabilities, Extended Day Preschool, and Life Skills classes to occur Monday through Thursday from 9:00 a.m. - 1:00 p.m. from July 6 - August 6, 2020.
- 4.04 Motion to approve the Special Education Extended School Year Literacy and Preschool Disabled programs to occur Monday - Thursday, from 9:00 a.m. - 11:00 a.m. from July 6 - July 30, 2020.
- 4.05 Motion to ratify & approve home instruction for student H-190 from December 5, 2019 through February 5, 2020 for 5 hours per week. Services to be provided by Learnwell at a rate of \$47.00 per hour.
- 4.06 Motion to approve the following fiction books for the 2019-2020 school year:

BOOK TITLE	GRADE
Al Capone Does My Homework	Grade 6
Al Capone Throws Me a Curve	Grade 6
A Body in the Woods	Grade 7 Honors

- 4.07 Motion to adopt the following curriculum for the 2019-2020 school year:

CURRICULUM
Music - Grades 3-5
Music - Grades 6-8
Spanish - Grade 6

(Attachment 4.07)

- 4.08 Motion to adopt the following fundraiser for Readington Middle School for the 2019-2020 school year.

SCHOOL	FUNDRAISER	RECIPIENT
RMS	Valentine's Day Flower Sale	Nature & Garden Club

- 4.09 Motion to ratify and approve the following students in the Integrated Preschool Program for the 2019-2020 school year:

375932	198933	398523	224733	280033
609633	259523	221634	337332	980633
882032	964432	449933	577533	

PERSONNEL

Committee Report

Motion to adopt 5.01 - 5.11

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 ratify and 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:

NAME	POSITION
Kristen Apple	Substitute Teacher/Aide

- 5.02 Motion to amend motion 5.04 from the September 10, 2019 and motion 5.09 from November 12, 2019 agendas as follows:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Jessica Weiss	Aide/Special Education (WHS) 30-04-D3/akx	From:\$19.69/hr. Aide C Step 3 To: \$19.89/hr. Aide C Step 4	09/01/2019 - 06/30/2020
Theresa Amster	From: Clerical Aide (RMS) 50-01-D4/amw To: Secretary to Assistant Principal (RMS) 50-01-D4/amy	\$43,025 Secretary Step 9/10	01/01/2020 - 06/30/2020

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

NAME	CHANGE	POSITION NUMBER	TITLE/ LOCATION	SALARY	EFFECTIVE DATE
Joyce Field	Transfer From: To:	30-03-D3/avh 30-03-D3/awg	PT Aide/Preschool FT Aide Preschool	\$18.11/hr. Aide NC Step 5	12/11/2019

- 5.04 Motion to approve Rebecca Coburn as the Readington Middle School Musical Audio Technician per her contractual rate for the 2019-2020 school year.
- 5.05 Motion to approve Denise Hawkins as a Special Education Chaperone for the Readington Middle School Drama Club at her contractual rate for the 2019-2020 school year.
- 5.06 Motion to appoint Michelle Johnson as Special Education Chaperone for Whitehouse School clubs, for the 2019-2020 school year, at her contractual rate, not to exceed \$200.

- 5.07 Motion to approve the following teachers for leading the Science Fairs at Three Bridges and Whitehouse Schools at their contracted rate:

TEACHER	SCHOOL	HOURS	# DAYS
Jill Nabozny	TBS	4 hours	2 days
Lori Yukniewicz	WHS	2 hours	1 day

- 5.08 Motion to accept the Superintendent's recommendation and approve the following position control changes for the 2019-2020 school year:

CHANGE	POSITION	LOCATION
Delete	Staff Development Coordinator 20-05-D2/avg	District
Delete	Teacher Coordinator 10-05-03/baf	District
Delete	Teacher/3 rd Grade 20-03-D2/bak	TBS
Delete	Teacher/3 rd Grade 20-04-D2/adb	WHS
Delete	Teacher/LA 20-01-D2/aex	RMS
Delete	Teacher/Special Education 20-03-D2/auk	TBS
Delete	Teacher/1 st Grade 20-04-D2/adj	WHS
Delete	Teacher/2 nd Grade 20-04-D2/adf	WHS
Delete	PT Nurse/Transportation 40-05-P9/axd	Transp.
Delete	Aide/Transportation 85-06-D6/amc	Transp.

5.09 Motion to approve Kevin Sanders as RMS Baseball Coach B for Readington Middle School for the 2019-2020 school year at his contractual rate.

5.10 Motion to approve the following mentors for the 2019-2020 school year as follows:

NEW STAFF MEMBER	SCHOOL/POSITION	MENTOR
DePaolo, Jake	RMS/LTS-LA	Shaina Mirsky
Lenox, Brendan	RMS/LTS-SS	Lisa Moor

5.11 Motion to accept the Superintendent's recommendation and approve an extended other leave in accordance with the RTEA contract Article XII, Section F for employee #6547 until June 30, 2020.

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 approve the following attached policies and regulations for second reading:
(Attachment 6.01)

- Policy 3218 - Use, Possession, or Distribution of Substances
- Regulation 3218 - Use, Possession, or Distribution of Substances
- Policy 4218 - Use, Possession, or Distribution of Substances
- Regulation 4218 - Use, Possession, or Distribution of Substances
- Policy 7440 - School District Security

- Regulation 7440 - School District Security
- Policy 8670 - Transportation of Special Needs Students
- Policy 9440 - Media Relations

6.02 Motion to approve the following attached policies and regulations for first reading:
(Attachment 6.02)

- Policy 0144 - Board Member Orientation and Training
- Policy 8600 - Student Transportation
- Regulation 8600 - Student Transportation

UNFINISHED BUSINESS

- Board Committees

NEW BUSINESS FROM BOARD

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 a personnel matter regarding employee #5885, safety and security, and Superintendent's evaluation (mid-year) for approximately 45 minutes at which time the Board expects to return to Public Session where no action will 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	