

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 7:00 p.m.  
March 27, 2018

**MINUTES**

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

Laura Simon called the meeting to order at 7:00 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:** Wayne Doran, Carol Hample, Robyn Mikaelian, Melissa Szanto, Thomas Wallace  
Anna Shinn, Laura Simon

**Also Present:** William DeFabiis, Interim Superintendent, Jason M. Bohm, Business Administrator/Board Secretary

**Absent:** Ray Egbert, Eric Zwerling

**Flag Salute**

Eric Zwerling arrived at 7:08 pm.

**SUPERINTENDENT'S REPORT**

- March HIB Report: There was one case with no finding of Harassment, Intimidation or Bullying.
- HBS Discover Lab Pilot: Paul Nigro presented with Linda Kovacs and April Berkin.
- Budget: Dr. DeFabiis and Jason Bohm presented the budget to be submitted to the County.
- Dr. DeFabiis recognized students from RMS and HBS chosen for Central Music Educators Association Honors Band, and commended the music department staff.
- Dr. DeFabiis also recognized Chris Serrao (RMS) and Nathan Spicer (HBS) for making to the Scripps Spelling Bee Regional Finals, along with Betsy Freeman for her efforts.
- Dr. DeFabiis congratulated Griffin Galloway (5<sup>th</sup> grade) and Braden Hubbard (5<sup>th</sup> grade) along with Taheem Ahmed (4<sup>th</sup> grade) for making it to the NJ finals and awarded Distinguished honors in the Library of Congress Letters About Literature Writing competition.
- Dr. DeFabbis also congratulated Andre Leibowitz (6<sup>th</sup> grade) and Dana Hennings (7<sup>th</sup> grade) for moving forward to the NJ State Finals for the You Be The Chemist Challenge.
- Dr. DeFabiis congratulated students who made it through Round 1 of the STEAM Tank competition sponsored by the US Army.
- Dr. DeFabiis announced a town-wide presentation on opioids heroin on April 18, 2018 with our Police Department.

- Dr. DeFabiis congratulated Ms. DelGuidice, Ms. McDade and students who won first place in Destination Imagination, who are now moving onto the Global Finals in Tennessee.

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

- A community member asked about the Social & Emotional Learning program and position.

**CORRESPONDENCE**

P.P. Email

**ADMINISTRATIVE REPORTS**

Motion to adopt 1.01

**Motion: Mrs. Shinn**

**Second: Mr. Wallace**

**Roll Call Vote: Carried 7 Yes**  
(Mrs. Szanto abstained 1.01)

- 1.01 Motion to accept the following HIB reports and affirm the Superintendent’s decision on the following cases:

School	Date	Findings of Harassment, Intimidation or Bullying
RMS	3/6/2018	No

**MINUTES**

Motion to adopt 2.01

**Motion: Mrs. Shinn**

**Second: Mr. Doran**

**Roll Call Vote: Carried 7 Yes**  
(Mrs. Szanto abstained 2.01)

- 2.01 Motion to approve the Meeting Minutes March 13, 2018.

**FINANCE/FACILITIES**

**Committee Report:** None

Discussion: Mr. Zwerling commented on the districts pass fiscal prudence and must maintain mindfulness in future budget votes that the Board represents all township residents. Mr. Doran provided thoughts on timing of election process and ability to modify in future if need be.

Motion to adopt 3.01 – 3.12

**Motion: Mr. Wallace      Second: Mrs. Shinn      Roll Call Vote: Carried 8 Yes**

3.01    Motion to approve the **Bill List** for the period from **March 15, 2018** through **March 28, 2018** for a total amount of **\$825,353.50**.  
(Attachment 3.01)

3.02    Motion to approve **District Travel Schedule March 27, 2018** for a total amount of **\$614.39**. (Attachment 3.02)

3.03    **Tentative Budget Adoption 2018-19**

BE IT RESOLVED that the tentative budget be approved for the 2018-19 school year and that the Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline of March 29, 2018 as follows:

General Fund Current Expense	\$31,497,649
General Fund Capital Outlay	\$ 1,585,380
Special Revenue Fund	\$ 409,058
Debt Service Fund	\$ 2,090,463
<b>Total Tentative Budget</b>	<b>\$35,582,550</b>

(Attachment 3.03 & 3.03a)

3.04    **Amount to be Raised for Taxes**

BE IT RESOLVED that the Board of Education acknowledge that the following amounts be raised in local taxes to support these funds included in the tentative budget:

General Fund	\$28,788,825
Debt Service Fund	\$ 2,072,481
<b>Total Local Taxes Required</b>	<b>\$30,861,306</b>

3.05    **Advertise Tentative Budget for Public Hearing**

BE IT RESOLVED that the Board of Education authorize the advertisement of the tentative budget in the Hunterdon Democrat in accordance with the format provided by the State Department of Education and according to law and establish that the public hearing be held in the Holland Brook School, 52 Readington Road, Whitehouse, NJ on April 24, 2018 at 7:00pm for the purpose of conducting a public hearing on the budget for the 2018-19 school year.

3.06 **Approval of Resolution – School District Accountability – A-5**

**WHEREAS**, the State of New Jersey has enacted P.L. 2007, An Act Concerning School District Accountability (A-5) requiring boards of education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members, and

**WHEREAS**, A-5 became effective on March 15, 2007 and requires prior approval of all travel and conference costs with registration costs in excess of \$150 before they are incurred, and

**WHEREAS**, such travel expenditures shall include, but not limited to, all costs for transportation, meals, lodging and registration and conference fees to and for the travel event, and

**WHEREAS**, the Board of Education must establish an annual maximum per employee for regular business travel and that annual maximum where prior board approval is not required is \$1,500, and

**WHEREAS**, the Board of Education elects to exclude travel expenditures by federal funds from the maximum travel expenditure amount and acknowledges the following travel costs for federal programs:

2017-18 Maximum Travel Budget	\$57,707
2017-18 Expenditures through 3/20/18	\$21,215
2018-19 Maximum Travel Budget	\$50,000

**NOW THEREFORE BE IT RESOLVED**, that the following budget and expended amounts are acknowledged and costs of travel and conferences through the use of local and state funds are approved for the 2017-18 school year and the 2018-19 school year:

2017-18 Maximum Travel Budget	\$100,000
2017-18 Expenditures through 3/20/18	\$ 26,716
2018-19 Maximum Travel Budget	\$100,000

3.07 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education (“the Board”) and Top Line Construction Corporation (“Top Line”) are parties to an agreement (“Agreement”) for the Paving and Exterior Stair Replacement Projects at Holland brook School, Three Bridges School, and Readington Middle School (“Project”); and

**WHEREAS**, pursuant to the Agreement, Top Line has an obligation to guarantee the work it performed for a period of two (2) years following final payment by the Board, which was issued in or around August 2017; and

**WHEREAS**, issues surrounding the exterior stairs at the Readington Middle School developed; and

**WHEREAS**, Top Line denied the Board’s request to correct issues regarding the exterior stairs at Readington Middle School; and

**WHEREAS**, by way of letter dated February 22, 2018, the Board informed Top Line that if it fails to indicate its intentions to correct the issues regarding the exterior stairs by March 13, 2018, the Board shall declare Top Line in default of the Agreement; and

**WHEREAS**, to date, Top Line has not informed the Board of its intentions to repair the exterior stairs in accordance with the two (2) year guarantee/warranty in the Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board finds that Top Line has breached the Agreement with the Board and is in default thereof for failing to adhere to the two (2) year guarantee/warranty of the work it performed pursuant to the Agreement.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to notify the contractor and its surety of such default and to take such steps as deemed appropriate to pursue the Board’s contractual remedies. The Business Administrator/Board Secretary is hereby authorized to take such steps and to execute any and all documents as necessary to effectuate a takeover of this project by the surety and/or to secure other contractors to complete the outstanding work.

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

Stairs at RMS	\$ 9,800
Bathroom Renovations at RMS	\$56,000
Walkway and Lighting at HBS	\$28,500
State Filing Fees per NJDOE, per filing	\$ 950
Ancillary fees	\$ as incurred

**WHEREAS**, it was necessary to incur costs for professional architectural services during the current year in preparation for construction in the summer of 2018; 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.

- 3.09 Motion to approve the following resolution regarding authorization and submission of projects and amendments to the 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 to be included in the 2018-19 budget; and

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

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

**WHEREAS**, it is necessary to approve an amendment to the district's long range facility plan;

**NOW, THEREFORE BE IT RESOLVED** that the Readington Township Board of Education approves the submission of the following other capital projects not eligible for state funding and as an amendment to the district's long range facility plan:

<u>School</u>	<u>Project</u>	<u>Project Number</u>
Readington Middle School	Stairs & Bathrooms	4350-050-18-1000
Holland Brook School	Walkway/Lighting	4350-030-18-1000
District Wide	Cameras/Telephones	4350-060-18-1000
		4350-070-18-1000
		4350-050-18-1000
		4350-030-18-1000

- 3.10 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education (the "Board") has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

**WHEREAS**, the Board may use the capital reserve account to implement a capital project in the Readington Township School District's ("District") Long Range Facility Plan ("LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital

outlay major account/fund to fund the total costs, less any excess costs, of a school facilities project; and

**WHEREAS**, the replacement of the exterior stairs at the Readington Middle School ("Project") is a school facilities project included in the District's LRFP; and

**WHEREAS**, the Board intends to transfer \$75,000 from its capital reserve account to its capital outlay/major account to fund the total costs of the Project.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board of Education hereby authorizes the use of capital reserve to fund the Project.
2. The Board hereby approves the total transfer of \$75,000 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Project.
3. The Board hereby authorizes the Business Administrator/Board Secretary to generate account transfers to effectuate the terms of this Resolution and to advertise and solicit bids. This Resolution shall take effect immediately.

3.11 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education (the "Board") has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

**WHEREAS**, the Board may use the capital reserve account to implement a capital project in the Readington Township School District's ("District") Long Range Facility Plan ("LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay major account/fund to fund the total costs, less any excess costs, of a school facilities project; and

**WHEREAS**, bathrooms at Readington Middle School, walkway and Lighting at Holland Brook School, and district wide cameras/telephone system ("Projects") is a school facilities projects included in the District's LRFP; and

**WHEREAS**, the Board intends to transfer \$1,230,000 from its capital reserve account to its capital outlay/major account to fund the total costs of the Projects.

**NOW, THEREFORE, BE IT RESOLVED** that:

- 1 The Board of Education hereby authorizes the use of capital reserve to fund the Project.
- 2 The Board hereby approves the total transfer of \$1,230,000 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Project.

3 The Board hereby authorizes the Business Administrator/Board Secretary to include in the 2018-19 budget to effectuate the terms of this Resolution and to advertise and solicit bids. This Resolution shall take effect immediately.

3.12 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education approved a resolution at its December 13, 2016 regular public meeting identifying various capital projects for approval for submission to the NJ Department of Education as other capital projects and for an amendment to the district's long-range facility plan; and

**WHEREAS**, these projects include bathroom renovations at Three Bridges School and Whitehouse School and replacement of library doors at Readington Middle School; and

**WHEREAS**, these projects were submitted to the NJ Department of Education as other capital projects, and

**WHEREAS**, the construction costs for these projects were included in the 2017-18 budget and funded through a withdrawal from capital reserve through the annual budget development process; and

**WHEREAS**, it was necessary to incur costs for professional architectural services during the current year in preparation for construction in the summer of 2017; and

**WHEREAS**, the projected architectural costs for the projects were \$78,800 for these projects; and

**WHEREAS**, the funds were withdrawn from capital reserve for approved projects in the district's long range facility plan by board resolution.

**NOW THEREFORE BE IT RESOLVED**, that the Readington Township Board of Education approves the withdrawal of an additional \$2,000 from capital reserve for ancillary fees relating to professional architectural services for bathroom renovations at Three Bridges School and Whitehouse School and replacement of library doors at Readington Middle School and to authorize the appropriation of these funds in the capital outlay fund immediately.

## **EDUCATION/TECHNOLOGY**

**Committee Report:** None

Motion to adopt 4.01 – 4.11

**Motion: Mrs. Shinn**

**Second: Mr. Doran**

**Roll Call Vote: Carried 7 Yes**

Mr. Zwerling left the meeting at 8:10 pm.

4.01 Motion to accept a donation of a guitar to RMS music department from an anonymous donor.

4.02 Motion to accept the Superintendent's recommendation and approve the following fundraiser:

<b>Fundraiser</b>	<b>Date</b>	<b>Recipient of Funds</b>
RMS 8 <sup>th</sup> Grade Charity Kickball Tournament	June 12, 2018 (rain date June 14, 2018)	Shannon Daley Memorial Fund

4.03 As part of a school-wide service project on GRIT in April 2018, Whitehouse School will host a Walk-A-Thon during recess periods. Money raised will benefit the American Heart Association.

4.04 As part of a school-wide service project on LOYALTY in May 2018, Whitehouse School will host a Math-A-Thon during math classes. Money raised will benefit The Wounded Warrior Project.

4.05 Motion to accept the Superintendent's recommendation and approve the following Student Teacher Observation placement in the Readington Township School District as follows:

<b>Student Observer Name/School</b>	<b>Cooperating Teacher/School</b>	<b>Date/Timeframe</b>
Alyssa DeBiasio HCRHS/Hunterdon County Polytech	Alissa Buelow HBS	3/29/2018 - 5/18/2018

4.06 Motion to ratify home instruction for student: H-177 from March 2, 2018 through March 13, 2018. Services to be provided by Children's Hospital of Philadelphia (CHOP) for 5 hours per week at a rate of \$55.19/hour.

4.07 Motion to ratify home instruction for student H-177 from March 14, 2018 through March 30, 2018.

4.08 Motion to ratify home instruction for student H-175 from March 12, 2018 through May 11, 2018.

- 4.09 Motion to approve the 2018-2019 holiday schedules for custodians/maintenance, secretaries, administrators, and technology staff.  
(Attachment 4.09)
- 4.10 Motion to approve an out of district placement for the remainder of the 2017-2018 school year for student S-080 to attend Stepping Stone School effective March 8, 2018 for a total of 66 days. Total tuition cost for the remainder of the 2017-2018 is \$17,736.18.
- 4.11 Motion to accept the Superintendent's recommendation and approve the revised calendar for the 2017-2018 school year.  
(Attachment 4.11)

**PERSONNEL**  
**Committee Report**

Motion to adopt 5.01 – 5.07

**Motion: Mrs. Shinn                      Second: Mr. Doran                      Roll Call Vote: Carried 7 Yes**

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

Heather Scocco	Substitute Aide
Madison Hill	Substitute Teacher/Aide
Stephen Thyne	Substitute Teacher/Aide
Tara Manz	Substitute Teacher/Aide
Sarah Holland	Substitute Teacher/Aide
Meg Itoh	Substitute Teacher/Aide
Kevin Ayers	Substitute Teacher/Aide

- 5.02 Motion to approve Jennifer Sabo as a School Safety Specialist for the 2018-2019 school year.
- 5.03 Motion to ratify a change in hours for Jean Fetzer from 4.25 hours at a salary of \$15,777.32 (prorated) to 4.5 hours at a salary of \$ 16,705.40 (prorated) effective February 5, 2018.

- 5.04 Motion to ratify Alison Myers and Alison Lovering, collectively, to provide home instruction to student: H-177 from March 14, 2018 through March 30, 2018 for 5 hours per week at a rate of \$30.00/hour.
- 5.05 Motion to ratify Alison Myers to provide home instruction to student H-175 from March 12, 2018 through May 11, 2018 for 5 hours per week at a rate of \$30.00/hour
- 5.06 Motion to approve Denise Hawkins as Special Education Chaperones for Track at a rate of \$25/hour not to exceed \$2,500.
- 5.07 Motion to approve Nancy Hill as Special Education Chaperone for Baseball at a rate of \$25/hour, not to exceed \$1,500.

## **COMMUNICATIONS**

**Committee Report:** Mrs. Mikaelian provided a report from the meeting held on March 20, 2018.

Motion to adopt 6.01

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

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

- Policy 8630 - Bus Driver/Bus Aide Responsibility
- Regulation 8630 - Emergency School Bus Procedures
- Policy 9242 - Use of Electronic Signatures

## **UNFINISHED BUSINESS**

- None

## **NEW BUSINESS FROM BOARD**

- Mrs. Hample requested we avoid scheduling conflicting with school events and Board meetings.
- Mrs. Simon announced the Hunterdon Central Board is organizing a meeting with all sending district Boards soon.

**OPEN TO THE PUBLIC**

- None

**EXECUTIVE SESSION** 8:18 pm

**Motion: Mrs. Shinn      Second: Mr. Doran      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, for discussing a HIB, a personnel matter, and Superintendent search for approximately 30 minutes at which time the Board expects to return to Public Session and action may be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, if is not presently known when such circumstances will exist.

**RETURN TO PUBLIC SESSION** 9:01 pm

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

**ADJOURNMENT**

**Motion to Adjourn at 9:02**

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

Respectfully submitted,

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