

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room

Regular Meeting 7:00 p.m.

May 7, 2019

MINUTES

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.

Present: Jared Beatrice, Ray Egbert, Carol Hample, Robyn Mikaelian, Andrew Saunders, Anna Shinn, Laura Simon

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

Absent: Thomas Wallace, Eric Zwerling

Thomas Wallace arrived at 7:07 p.m.

Flag Salute

Superintendent's Report

- Dr. Hart recognized the hard work and dedication of the teaching staff as well as all staff as it takes a village to educate a child. He also thanked the Readington HSA who are sponsoring activities around the district.
- Dr. Hart presented research of later school start times for students. He mentioned a recent article highlighting the State is working with five high schools piloting later start times over 4 years to gather data. There was dialogue about the impact of the recent change of the start time at our Holland Brook School that moved to an earlier start time. Dr. Hart recommended expanding research and the conversation during strategic planning next year onward.
- Dr. Hart provided a friendly reminder graduation is Thursday, June 20, 2019 which is a full-day in district. There are logistic issues for staff, parents and the community, particularly for any 8th grade graduates who have younger siblings.

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

- A community member mentioned changing the graduation date to a half day would be a good solution given traffic, parent pickup and so forth.

CORRESPONDENCE

- None

ADMINISTRATIVE REPORTS

- None

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mr. Egbert Second: Mrs. Shinn Roll Call Vote: Carried 6 Yes
(Mr. Beatrice and Mr. Saunders abstained)

2.01 Motion to approve the Meeting Minutes April 30, 2019.

2.02 Motion to approve the Executive Session Meeting Minutes April 30, 2019.

FINANCE/FACILITIES

Committee Report - None

Motion to adopt 3.01- 3.12

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

3.01 Motion to approve the **Bill List** for the period from **May 2, 2019** through **May 8, 2019** for a total amount of **\$204,050.99**.
(Attachment 3.01)

3.02 Motion to approve **District Travel Schedule as of May 7, 2019** for a total amount of **\$1,825.68**
(Attachment 3.02)

3.03 Motion to approve **Payroll** for the month of **March 2019** for a total amount of **\$2,033,123.74**.
(Attachment 3.03)

3.04 Motion to approve the following **Account Transfers** for **March 1, 2019 through March 31, 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: March 31, 2019 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 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 March 31, 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 March 31, 2019.
(Attachment 3.05 & 3.05a)

- 3.06 Motion to approve the following appointments for the 2019-2020 school year as part of their regular job duties:

Affirmative Action Officer(s)	Karen Tucker/Jonathan Moss Alt.
Anti-Bullying Coordinator	Karen Tucker
Anti-Bullying Specialist	Elizabeth Furka (TBS)
Anti-Bullying Specialist	Barbara Pauley (HBS)
Anti-Bullying Specialist	Geraldine Fiori (RMS)
Anti-Bullying Specialist	Christine Crielly (RMS)
Anti-Bullying Specialist	Adam Connelly (RMS)
Anti-Bullying Specialist	Verna Hegstrom (RMS)

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	Jason Bohm
Indoor Air Quality Designee	Donald Race
Public Agency Compliance Officer (PACO)	Jason Bohm
Qualified Purchasing Agent (QPA)	Jason Bohm
Safety & Health Designee (SAIF)	Donald Race
School Safety Specialists	Sherry Krial and Jennifer Sabo
District Liaison for Homeless	Karen Tucker

3.07 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations for 2019-2020.

3.08 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit 2019-2020 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 2019-2020 account transfers between board meetings pending ratification by the Board of Education.
- 3.10 Motion to authorize the following signatures on 2019-2020 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 (any 3)
Salary Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Payroll Agency Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Payroll Agency Reimbursement Account (flexible spending reimbursement)	President or Vice President, Board Secretary or Assistant Board Secretary (any 1)
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 (any 2)

- 3.11 Motion to authorize maintaining the following 2019-2020 petty cash accounts in accordance with policy 6620:

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 schedule for requisition of taxes from Readington Township for the 2019-2020 school year.

READINGTON TOWNSHIP BOARD OF EDUCATION
2019-2020 TAX LEVY REQUEST

	GENERAL	DEBT SERVICE	TOTAL
July 2019	\$1,491,241.00	\$1,167,157.00	\$2,658,398.00
August 2019	\$2,658,397.00		\$2,658,397.00
September 2019	\$2,658,397.00		\$2,658,397.00
October 2019	\$2,658,397.00		\$2,658,397.00
November 2019	\$2,658,397.00		\$2,658,397.00
December 2019	\$2,658,397.00		\$2,658,397.00
2019	\$14,783,226.00	\$1,167,157.00	\$15,950,383.00
January 2020	\$1,769,111.00	\$833,713.00	\$2,602,824.00
February 2020	\$2,602,823.00		\$2,602,823.00
March 2020	\$2,602,823.00		\$2,602,823.00
April 2020	\$2,602,823.00		\$2,602,823.00
May 2020	\$2,602,823.00		\$2,602,823.00
June 2020	\$2,602,823.00		\$2,602,823.00
2020	\$14,783,226.00	\$833,713.00	\$15,616,939.00
Total:	\$29,566,452.00	\$2,000,870.00	\$31,567,322.00

EDUCATION/TECHNOLOGY

Committee Report – Mrs. Shinn provided minutes from the meeting held on May 6, 2019.

Motion to adopt 4.01- 4.06

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

- 4.01 Motion to accept the Superintendent's recommendation and approve the following student placements in the Readington Township School District as follows:

STUDENT	SCHOOL/PROGRAM	COOPERATING TEACHER/SCHOOL	EFFECTIVE DATES
Mallory Barber	College of Saint Elizabeth/Student Teaching	Maria Winter/HBS	Fall Semester 2019 – 2 Days a Week Spring Semester 2020 – 5 Days a Week
Olivia Vliet	Fairleigh Dickinson University/Student Teaching	Colleen DiGregorio/HBS	Fall Semester 2019 – 2-3 Days a Week Spring Semester 2020 – 5 Days a Week

- 4.02 Motion to approve the following field trip for the 2018-2019 school year:

SCHOOL	GRADE	TRIP	LOCATION	COST TO PARENT
RMS	LA/Grade 7	Tour NYC Tenement Building	NYC, NY	\$15.00

- 4.03 Motion to approve the following textbooks for the 2018-2019 school year:

BOOK TITLE	GRADE
<i>Grenade</i>	6th grade honors
<i>Code of Honor</i>	6th grade honors

- 4.04 Motion to ratify and approve home instruction for student H-192 effective 5/1/19 through 6/10/19. Services to be provided by Educational Services Commission of New Jersey at a rate of \$69.00 per hours not to exceed 10 hours per week.
- 4.05 Motion to apply for and accept a grant in the amount of \$164.72 from the Readington Township Home School Association to be used toward magazine holders (Vance/HBS).
- 4.06 Motion to approve Dr. Elliot J. Gursky to complete Child/Adolescent Psychiatric Evaluations of students at a rate not to exceed \$700.00.

PERSONNEL

Committee Report - None

Motion to adopt 5.01 - 5.20

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

- 5.01 Motion to accept the Superintendent's recommendation and appoint **tenured administrators** for the 2019-2020 school year in accordance to the agreement with the Readington Township Board of Education and the Readington Township Administrators Association.
(Attachment 5.01)
- 5.02 Motion to accept the Superintendent's recommendation and appoint **non-tenured administrators** for the 2019-2020 school year in accordance to the agreement with the Readington Township Board of Education and the Readington Township Administrators Association.
(Attachment 5.02)
- 5.03 Motion to accept the Superintendent's recommendation and appoint the **tenured certificated staff members** for the 2019-2020 school year in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.03)
- 5.04 Motion to accept the Superintendent's recommendation and appoint the **non-tenured certificated staff members** for the 2019-2020 school year in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association
(Attachment 5.04)

- 5.05 Motion to accept the Superintendent's recommendation and appoint **paraprofessionals** with final appointments pending assignments as required through student individual education plans for the 2019-2020 school year and in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.05)
- 5.06 Motion to accept the Superintendent's recommendation and appoint **clerical aides** for the 2019-2020 school year in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.06)
- 5.07 Motion to accept the Superintendent's recommendation and appoint **custodians** for the period of July 1, 2019 through June 30, 2020 in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.07)
- 5.08 Motion to accept the Superintendent's recommendation and appoint **secretaries** for the period of July 1, 2019 through June 30, 2020 in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.08)
- 5.09 Motion to accept the Superintendent's recommendation and appoint **other support staff** for the period of July 1, 2019 through June 30, 2020 school year in accordance to the agreement with the Readington Township Board of Education and the Readington Township Education Association.
(Attachment 5.09)
- 5.10 Motion to accept the Superintendent's recommendation and appoint **maintenance mechanics** for the period of July 1, 2019 through June 30, 2020.
(Attachment 5.10)
- 5.11 Motion to accept the Superintendent's recommendation and appoint **technology staff** for the period of July 1, 2019 through June 30, 2020.
(Attachment 5.11)

- 5.12 Motion to accept the Superintendent's recommendation and appoint **unaligned administrators** for the period of July 1, 2019 through June 30, 2020.
(Attachment 5.12)
- 5.13 Motion to accept the Superintendent's recommendation and appoint **confidential secretaries** for the period of July 1, 2019 through June 30, 2020.
(Attachment 5.13)
- 5.14 Motion to accept the Superintendent's recommendation and appoint **bus drivers**, rates and hours pending finalization of routes, for 2019-2020 school year.
(Attachment 5.14)
- 5.15 Motion to accept the Superintendent's recommendation and approve the following technology summer support staff effective July 1, 2019 through August 31, 2019:

TEACHER/STAFF MEMBER	WEEKS/HOURS	TOTAL SUMMER HOURS	RATE/HOUR	MAXIMUM AUTHORIZED PAY
Allison Lovering	10 Weeks 32 Hours/Week	320	\$15.00	\$4,800.00
José Fernandez	10 Weeks 32 Hours/Week	320	\$15.00	\$4,800.00

- 5.16 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Alyssa Horne	Teacher/Music (RMS) 20-01-D2/agx	June 30, 2019
Nicole Castro	Teacher/Grade 2 (WHS) 20-04-D2/adx	June 30, 2019
Mallory Barber	Aide/Special Ed (HBS) 30-02-D3	June 30, 2019

- 5.17 Motion to accept and acknowledge the following retirements with appreciation for their years of service:

NAME	POSITION	EFFECTIVE DATE
George Shepherd	Teacher/Science (RMS) 20-01-D2/aej	June 30, 2019
Sharon Rickman	Teacher/Math (RMS) 20-01-D2/aec	June 30, 2019
Debra Debaro	Guidance Counselor (WHS) 20-04-D2/ajk	June 30, 2019
Janet Schierloh-Howard	Teacher/LA (RMS) 20-01-D2/aex	June 30, 2019

- 5.18 Motion to adopt the following resolution Teacher Appreciation Week:

WHEREAS, Teacher Appreciation Week will be celebrated the week of May 6 through May 10, 2019; and

WHEREAS, the Readington Township Board of Education is very much aware of the vital contributions of our teachers, who are responsible for the translation of district ideas and philosophy, which they have helped formulate, into programs and activities in the classroom; and

WHEREAS, the dedication, intelligence, creativity, sensitivity, and high standards of our teachers are a source of inspiration to the hundreds of students whose lives they touch; and

WHEREAS, the excellence in our classrooms is matched by the excellence of the services provided by our teachers, which are crucial to the success of the Readington Township Public Schools,

NOW THEREFORE BE IT RESOLVED that on behalf of the administration, parents, and residents of Readington Township we express our gratitude to our professional staff for exemplary service to the district and;

BE IT FURTHER RESOLVED, that Tuesday May 7, 2019 be designated as National Teacher Day for the Readington Township Public School District and

that we take this opportunity to extend an official thank you, to all District staff whose devotion enriches the lives of the members of the Readington Township Public Schools.

- 5.19 Motion to adopt the following resolution for National School Nurses:

WHEREAS, National Nurses Day is May 6, 2019, and

WHEREAS the Readington Board of Education recognizes that the nurses better serve as educators and advocates for school and community health, and raise awareness and support for the vital role of their profession; and

WHEREAS, all students have a right to have their health needs safely met while in the school setting, and children today face more complex and life-threatening health problem requiring care in school, and

WHEREAS, school nurses have served a critical role in improving public health and enduring students' academic success for more than 100 years, and

WHEREAS, school nurses are professional nurses that advance the well-being , academic success, and life-long achievements of all students by serving on the frontlines and providing a critical safety net for our nation's most fragile children; and

NOW THEREFORE BE IT RESOLVED, that on behalf of the administration, parents, and residents of Readington Township, we express our gratitude to our Nurses for their dedication service to our students and staff and acknowledge the accomplishments of school nurses everywhere and their efforts meeting the needs of today's student by improving the effective delivery of health care in our schools and show gratitude to the nations school nurses, not just on this National School Nurse Day, but at every opportunity throughout the year

- 5.20 Motion to accept the following resolution for School Bus Driver Appreciation:

WHEREAS, Readington School bus drivers are a vital part of our public school system; and

WHEREAS, every day public school is in session, in darkness and daylight, bitter cold and brutal heat, and in rain, snow, or sunshine Readington Township school bus drivers travel on dirt roads and multi-lane highways to deliver our children to their places of learning and to their homes again on schedule, and

WHEREAS, The Readington Township bus driver requires tremendous maturity and responsibility, with the ability to drive safely through traffic, regardless of weather or road conditions, while maintaining the conduct of the children in his or her care and providing life-saving leadership in the event of emergencies; and

WHEREAS, Readington Township school bus drivers are dedicated to

performing their duties in a safe, courteous, and professional manner;

NOW THEREFORE BE IT RESOLVED, that the members of the Board of Education appreciate all Readington Township bus drivers for their dedication to the safety and well-being of the children in our district and for their selfless service in transporting the children to and from their school every day.

COMMUNICATION

Committee Report - None

UNFINISHED BUSINESS

- The present board members could not commit to attending the Memorial Day event. Eric Zwerling was absent from the meeting but had previously mentioned possibly attending If he had no scheduling conflict.

NEW BUSINESS FROM BOARD

- None

OPEN TO THE PUBLIC

- None

ADJOURNMENT

Motion to Adjourn at 7:30 p.m.

Motion: Mrs. Shinn

Second: Mr. Wallace

Roll Call Vote: Carried 8 Yes

Respectfully submitted,

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

**Laura Simon
Board President**