

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 7:00 p.m.  
March 12, 2019

**MINUTES**

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

Laura Simon called the meeting to order at 7:00 p.m. and announced that it 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:** Ray Egbert, Carol Hample, Robyn Mikaelian, Andrew Saunders, Thomas Wallace, Anna Shinn, Laura Simon

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

**Absent:** Jared Beatrice, Eric Zwerling

**Flag Salute**

**Superintendent's Report**

- Dr. Hart presented the revised 2018-19 school calendar to account for the likely final snow day of the year. Students will now be in session on March 25, 2019 for a half day. Calendar will appropriately reflect change and be communicated to everyone if approved.
- Dr. Hart and Mr. Bohm presented the 2019-20 school budget.

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

- Wayne Doran, community member, provided feedback on the budget presentation requesting the board to consider reducing the budget below 2% if possible, explain an increase in a part-time transportation clerk to full-time when routes/students have declined over the past years, and he requested on April 30, 2019 that total debt for the district be added as a bullet item and show the overall number. He thanked everyone for their hard work.
- Elissa Buelow, taxpayer and teacher, wanted to say thank you for the board volunteering their time and effort. She expressed her appreciation on the board hiring Dr. Hart and continuing the work of Dr. DeFabiis. She also thanked the board for keeping the students' interest first and implementing materials and programs staff need to succeed in the classroom.
- Mark Zene, taxpayer, thanked the board for everything they do. He asked for the board to reflect on how a double digit decline in enrollment over past ten years could result in a double digit

increase in the budget over the same period of time. Please consider this information while constructing the budget and to review if that makes sense.

## **CORRESPONDENCE**

W.D. Email - various questions

## **ADMINISTRATIVE REPORTS**

Motion to adopt 1.01 - 1.02

**Motion: Mrs. Shinn**

**Second: Mr. Egbert**

**Roll Call Vote: Carried 7 Yes**  
(Mr. Egbert abstained 1.02)

1.01 Enrollment and Drill Reports February 2019

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
8	RMS	1/24/2019	No
9	RMS	1/30/2019	No

## **MINUTES**

Motion to adopt 2.01 - 2.02

**Motion: Mr. Wallace**

**Second: Mrs. Shinn**

**Roll Call Vote: Carried 5 Yes**  
(Mr. Egbert and Mr. Wallace abstained 2.01 and 2.02)

2.01 Motion to approve the Meeting Minutes February 26, 2019.

2.02 Motion to approve the Executive Session Meeting Minutes February 26, 2019.

## **FINANCE/FACILITIES**

**Committee Report:** Mr. Egbert provided minutes for the meeting held on March 8, 2019.

Motion to adopt 3.01- 3.07; 3.09 – 3.15

**Motion: Mr. Egbert      Second: Mrs. Shinn      Roll Call Vote: Carried 7 Yes**  
(3.08 TABLED)

- 3.01      Motion to approve the **Bill List** for the period from **February 28, 2018** through **March 13, 2019** for a total amount of **\$189,370.84**.  
(Attachment 3.01)
  
- 3.02      Motion to approve **District Travel Schedule March 12, 2019** for a total amount of **\$846.60**.  
(Attachment 3.02)
  
- 3.03      Motion to approve **Payroll** for the month of **January 2019** for a total amount of **\$2,043,991.38**.  
(Attachment 3.03)
  
- 3.04      Motion to approve the following **Account Transfers** for **January 1, 2019 Through January 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: January 31, 2019 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of January 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.

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**Jason M. Bohm, Board Secretary**

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of January 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 January 31, 2019.  
(Attachment 3.05 & 3.05a)

- 3.06 Motion to approve the YMCA School Age Child Care Program for the 2019-2020 school year.  
(Attachment 3.06)

- 3.07 Motion to adopt the following resolution:

**WHEREAS**, the Readington Township Board of Education (“Board”) advertised for bids for Custodial Services to be provided in the Readington Public School District (“Services”); and

**WHEREAS**, on March 1, 2019, the Board accepted bids for the Services; and

**WHEREAS**, the lowest responsible bid for a two-year contract (July 1, 2019 to June 30, 2021) for the Services was submitted by Pritchard Industries, Inc., (“Pritchard”) with a base bid in the amount of \$1,406,598.50; and

**WHEREAS**, the bid submitted by Pritchard is responsive in all material respects and it is the Board’s desire to award the contract for the Services to Pritchard.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Board hereby awards the two-year contract (July 1, 2019 to June 30, 2021) for the Services to Pritchard in a total contract amount of \$1,406,598.50.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and performance bond as required in the specifications, together with an executed agreement, 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 contained in the bid documents approved by the Board for the Services. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

**TABLED**

- 3.08 Motion to approve an agreement with Eastern Armored Services, Inc. to deliver sealed cafeteria deposits to Investors Bank at a cost of \$1,248.00/month, to be paid by Investors Bank, and in accordance with attached service agreement.

- 3.09 **Tentative Budget Adoption 2019-2020**

**BE IT RESOLVED** that the tentative budget be approved for the 2019-20 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 20, 2019 as follows:

General Fund Current Expense	\$32,512,510
General Fund Capital Outlay	\$ 1,492,453

Special Revenue Fund	\$ 389,650
Debt Service Fund	<u>\$ 2,010,376</u>
<b>Total Tentative Budget</b>	<b>\$36,404,989</b>
(Attachment 3.09 & 3.09a)	

3.10 **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	\$29,566,452
Debt Service Fund	<u>\$ 2,000,870</u>
<b>Total Local Taxes Required</b>	<b>\$31,567,322</b>

3.11 **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 30, 2019 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2019-20 school year.

3.12 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**, district-wide Vestibules, district-wide Information Technology Equipment Upgrade and Three Bridge School Condensate Tank ("Projects"), are a school facilities projects included in the District's LRFP; and

**WHEREAS**, the Board intends to transfer \$1,050,000 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 these Projects.
- 2 The Board hereby approves the total transfer of \$1,050,000 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Projects.
- 3 The Board hereby authorizes the Business Administrator/Board Secretary to include in the 2019-20 budget to effectuate the terms of this Resolution and to advertise and solicit bids. This Resolution shall take effect immediately.

3.13 Motion to approve the following resolution:

**WHEREAS**, the Readington Township Board of Education (the "Board") has established an emergency 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 emergency reserve account to finance school security improvements including 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 emergency reserve account to the line items in the capital outlay major account/fund to fund a portion of the total costs, less any excess costs, of a school facilities project for school security improvements; and

**WHEREAS**, district-wide Vestibules ("Project"), are a school facilities projects included in the District's LRFP reflecting a school security improvement; and

**WHEREAS**, the Board intends to transfer \$200,000 from its emergency reserve account to its capital outlay/major account to fund a portion of the total costs of the Project;

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

- 1 The Board of Education hereby authorizes the use of emergency reserve to fund this Project.
- 2 The Board hereby approves the total transfer of \$200,000 from the emergency reserve account to the capital outlay/major account/fund to fund a portion of the total costs, less any excess costs, of the Project.
- 3 The Board hereby authorizes the Business Administrator/Board Secretary to include in the 2019-20 budget to effectuate the terms of this Resolution and to advertise and solicit bids. This Resolution shall take

effect immediately.

3.14 Motion to approve the following resolution:

**WHEREAS**, the State of New Jersey generated automatically an allowable adjustment for increase in health care costs, and

**WHEREAS**, per the unused spending authority N.J.S.A. 18A:7F-39, or commonly referred to as “banked cap” a portion of which was generated in the amount of \$112,083 in budget year 2016-2017 and \$10,187 in the budget year 2017-2018, and

**NOW, THEREFORE, BE IT RESOLVED** that the Readington Township Board of Education (the “Board”) included a health care cost adjustment in the base budget in the amount of \$79,580, for the budget year 2019-2020, as well as allocate “banked cap” to be included in the 2019-2020 base budget in the amount \$112,083 from 2016-2017 and \$10,187 from 2017-2018. The inclusion of the \$122,270 of “banked cap” is to help support behavior programs, social and emotional learning programs, autism programs and special needs student costs. The implementation of these programs will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time.

3.15 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:

2018-19 Maximum Travel Budget	\$50,000
2018-19 Expenditures through 3/8/18	\$17,933
2019-20 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 2018-19 school year and the 2019-20 school year:

2018-19 Maximum Travel Budget	\$100,000
2018-19 Expenditures through 3/8/19	\$ 56,109
2019-20 Maximum Travel Budget	\$100,000

### **EDUCATION/TECHNOLOGY**

**Committee Report:** Mrs. Shinn provided minutes for the meeting held on March 11, 2019.

Motion to adopt 4.01- 4.05

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

4.01      Motion to approve Eagle Scout project submitted by Michael Breslow, former Readington student, to build a pollinator garden at Three Bridges School April-May 2019. This project will beautify and provide a refuge for pollinators who need proper plants and water. The location is next to the school's vegetable garden inside the cement square perimeter area.

4.02      Motion to approve honorarium payments to the following presenters for staff development training to be provided on the Curriculum Day scheduled for March 25, 2019:

<b>PRESENTER</b>	<b>SESSION</b>	<b>AMOUNT</b>
Dr. Darren Orr	QiGong: Release Stress to Heal and Find Peace	\$50.00
Jeanie Franzo	Zumba	\$50.00
The YMCA	Yoga	\$50.00
Antonio Neacsu	Tennis for Beginners	\$50.00

4.03      Motion to approve Special Education Extended School Year Literacy classes to occur Monday through Thursday from 9:00-11:00 am between July 1 - July 25, 2019.



4.04 Motion to ratify and approve a home instruction extension for student H-185 for 5 hours per week effective March 1, 2019 through May 1, 2019.

4.05 Motion to approve and ratify home instruction for student H-189 effective March 11, 2019 through April 19, 2019.

## **PERSONNEL**

**Committee Report:** Mrs. Shinn provided minutes for the meeting held on February 22, 2019.

Motion to adopt 5.01 - 5.06

**Motion: Mrs. Shinn**

**Second: Mr. Egbert**

**Roll Call Vote: Carried 7 Yes**  
(Mr. Saunders abstained 5.01)

Dr. Hart noted 5.01 represents the results of our first Job Fair held on February 27, 2019. Thank you Lisa DeTommaso, Doreen Harris, the RTEA, and all other participants for making event successful.

5.01 Motion to 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:

<b>NAME</b>	<b>POSITION</b>
Dambach, Annette	Substitute Aide
DeCampos, Andrea	Substitute Teacher/Aide
Distefano, Thomas	Substitute Bus Driver/ Teacher/ Aide
DePaola, Gretchen	Substitute Teacher/Aide
Drake, Cynthia	Substitute Aide
Ganguzza, Jacqueline	Substitute Teacher
Granski, Daniele	Substitute Aide
Gray, Glenna	Substitute Teacher/Aide

Haduch, William	Substitute Aide
Halozan, Kristen	Substitute Teacher/Aide
Kastenschmidt, Jill	Substitute Teacher/Aide
Kertesz, Zlatka	Substitute Aide
Kimple, Daniel	Substitute Teacher/Aide
Mohammed-Muneer, Rawaa	Substitute Teacher/Aide
Pereira, Carol	Substitute Teacher/Aide
Pitts, Valerie	Substitute Teacher/Aide
Poruczynski, Jennifer	Substitute Aide
Rao, Rene	Substitute Teacher/Aide
Rizzolo, Christine	Substitute Teacher/Aide
Ryan, Jack	Substitute Teacher/Aide
Sargent, Lindora	Substitute Teacher/Aide
Saunders, Karen	Substitute Teacher/Aide
Schumann, Christopher	Substitute Teacher/Aide
Scofield, Joanne	Substitute Teacher/Aide
Sereno, Marie	Substitute Aide
Snyder, Jennifer	Substitute Teacher/Aide
Torres, Christopher	Substitute Teacher/Aide
Vail, Karen	Substitute Teacher/Aide

Vargas, Gilma	Substitute Aide
West, Brian	Substitute Teacher/Aide

- 5.02 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating sessions for the Readington Township School District In-Service Day on March 25, 2019.

<b>Teacher</b>	<b>Session</b>	<b>Prep Time</b>	<b>Amount</b>
Dubroski, Edward	Stress Management	2.0	\$60.00
Haberkern, Ann	Flipgrid	2.0	\$60.00
Heller, Jen	Strategies to Help Students Manage Stress, Anxiety, and Anger in the Classroom	2.0	\$60.00
Kovacs, Linda	Discovery Lab	2.0	\$60.00
MacDade, Kathryn	Screencastify	2.0	\$60.00
Petersen, Lora	Trello	2.0	\$60.00
Pierro, Dana	Paint with Water Colors – 2 sessions	3.0	\$90.00
Shashkewych, Vera	Orchestrating Mathematical Discourse	2.0	\$60.00

- 5.03 Motion to approve Christopher Kober as the Readington Middle School Boys "B" Lacrosse coach at the rate per the RTEA contract.
- 5.04 Motion to ratify and approve Alison Myers and Catherine Patrick to provide home instruction for student H-185 for 5 hours per week collectively effective March 1, 2019 through May 1, 2019.

- 5.05 Motion to approve and ratify Lori Yukniewicz to provide home instruction for student H-189 effective March 11, 2019 through April 19, 2019 for 5 hours per week at her contractual rate.
- 5.06 Motion to approve Colleen Ogden as Summer Enrichment Coordinator for the summer of 2019 at a stipend of \$4,000.

## **COMMUNICATION**

**Committee Report:** Mrs. Mikaelian provided minutes for the meeting held on March 6, 2019.

Motion to adopt 6.01 - 6.02

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

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

- Policy 2422 - Health and Physical Education
- Policy 4219 - Commercial Driver's Licenses Controlled Substance and Alcohol Use Testing
- Policy 5111 - Eligibility of Resident and Nonresident Pupils
- Regulation 5111 - Eligibility of Resident and Nonresident Pupils
- Policy 5757 - Transgender Students
- Policy 7471 - Idle-Free School Zones

6.02 Motion to accept the Superintendent's recommendation and approve the revised calendar for the 2018-2019 school year.  
(Attachment 6.02)

## **UNFINISHED BUSINESS**

- Correspondence - Dr. Hart provided thoughts on protocols regarding future correspondence received by the board members. All messages received shall be responded to by the Board President, BA or Board Member. In future, correspondence shall include brief description with initials. All board members shall receive full copy and be bcc'd on response. An auto response shall also be added to acknowledge and warn persons who email board that information may be made/discussed publicly when not confidential.
- School Start Times - Dr. Hart provided an update on research into school start times to allow for more sleep time by students. The next step is to discuss in a leadership meeting this spring/summer before bringing recommendation/data to the board and/or relevant committee. Mrs. Mikaelian shared a recent news article that stated certain high schools are piloting later start time, this coming year.

#### **NEW BUSINESS FROM BOARD**

- None

#### **OPEN TO THE PUBLIC**

- Wayne Doran, taxpayer, spoke about the new housing development on Nelson Street and how it may potentially impact next school year for student headcount. He mentioned, if you look at 2nd grade enrollment, a large increase could exceed student enrollment by class limits at White House School where students likely would be enrolled.

#### **EXECUTIVE SESSION 7:53 p.m.**

**Motion: Mrs. Shinn      Second: Mr. Wallace      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, to discuss HIB for approximately 30 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, if is not presently known when such circumstances will exist.

#### **RETURN TO PUBLIC SESSION 8:09 p.m.**

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

#### **ADJOURNMENT**

**Motion to Adjourn at 8:10 p.m.**

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

**Respectfully submitted,**

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

**Laura Simon**  
**Board President**