

READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual/In-Person Available at Holland Brook School
Board of Education Meeting Room
Regular Meeting 7:00 p.m.
December 14, 2021

MINUTES

Mission Statement: We empower members of our community to lead purposeful lives with integrity, to cultivate a spirit of discovery, and to embrace connections in our diverse, global society.

I. CALL TO ORDER BY BOARD PRESIDENT – OPEN PUBLIC MEETINGS ACT

Mrs. Simon called the meeting to order at 7:00 p.m. 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 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.

Mrs. Simon highlighted that there are two open public comment sessions on the agenda. The first, which follows the Superintendent Report, is only for questions or statements pertaining to items on this agenda. Should you have any other question or statement, these must wait until the second and final open public session at the end of the meeting. These sessions are for the sole purpose of the community to express their comments in a public forum and the Superintendent and/or board is under no obligation to respond during the meeting.

Present: Dr. Cerciello, Mr. Emmons, Mrs. Fiore, Mrs. Flores, Mr. Wallace, Mr. Zwerling, Mrs. Hample, Mrs. Simon

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

Absent: Mrs. Podgorski

II. FLAG SALUTE

III. SUPERINTENDENT'S REPORT

- Dr. Hart honored Chief Greco for his accomplishments in the Readington Township Police Department and his support for the safety and security of Readington Township Public Schools. Dr. Hart wished Chief Greco the best in his retirement.
- Dr. Hart presented an update on the housing development in the Township of Readington and the potential impact on the school district in the coming years. Dr. Hart outlined proactive measures the district is undertaking to accommodate the increased enrollment and potential needs of children that may enroll. He also reviewed the current redistricting plan that is being implemented over several years to shift students in specific streets in the township from Whitehouse School to Three Bridges School to better balance enrollment in the elementary buildings. Capacities of the buildings were questioned, with Dr. Hart sharing that historical enrollment in all the buildings was much greater than in the recent past and the district has room to grow without physically expanding the school buildings.
- Dr. Hart shared his recent communications with the Governor of New Jersey's office regarding quarantining of students, and how the district is ensuring continuity of instruction for those students impacted by the state rules. Superintendents in the county have gathered to request the Governor to alleviate the mandatory 14 days of quarantining without any option to test out to return to in-person instruction. It is the goal of the district to keep students safe while maximizing in-person learning to the greatest extent possible. Student attendance is being monitored with communication to parents.
- Dr. Hart recognized the following board members for their public service:
 - Anthony Emmons (12 months)
 - Julie Flores (9 months)
 - Laura Simon (11+ years)
 - Eric Zwerling (11+ years)

Kind words were shared, as well as highlights of the hard work to better the lives of students and community.

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

- Kevin Meyer, RTEA President and Teacher, announced his resignation from the district, sharing kind thoughts and words about the staff and community. He thanked the district for helping with his growth over the years and support to better the lives of the students.
- Mrs. Flores, Board Member, conveyed her appreciation for the opportunity to serve on the Board, and thanked those who continue to serve moving forward.

V. CORRESPONDENCE

- None.

VI. RESIGNATION OF BOARD PRESIDENT

Mr. Zwerling thanked Mrs. Simon for her immense efforts over the past decade, and called to attention her tremendous accomplishments as Board President and leader in the community. Further, Mr. Zwerling shared the educational and sustainability achievements since their collective terms began in 2010, and the belief that the students of Readington Township are in a much better position to change the world moving forward. Mrs. Simon thanked Mr. Zwerling and shared kind thoughts as well.

- Resignation of Laura Simon, Board President, effective December 31, 2021
Motion: Mrs. Hample 2nd: Mr. Wallace Roll Call Vote: Carried 8 Yes

VII. BOARD ACTION

A. APPROVAL OF ADMINISTRATIVE REPORTS

1. Motion to adopt 1.01 - 1.03
Motion: Mrs. Hample 2nd: Mr. Wallace Roll Call Vote: Carried 8 Yes
- 1.01 Motion to approve Enrollment and Drill Reports November 2021.
(Attachment 1.01)
- 1.02 RMS Quarterly Discipline Reports Quarter 1/September 8, 2021 - November 16, 2021
(Attachment 1.02)
- 1.03 School Safety System Submission - Report Period: January 2021 - June 2021
(Attachment 1.03)

B. APPROVAL OF MINUTES

2. Motion to adopt 2.01
Motion: Mrs. Fiore 2nd: Mrs. Hample Roll Call Vote: Carried 8 Yes
- 2.01 Motion to approve the Meeting Minutes November 9, 2021.

C. FINANCE/FACILITIES

Committee Report - Dr. Cerciello provided minutes of the meeting held on December 8, 2021. There was further discussion on the sewage blockage at Three Bridges School.

3. Motion to adopt 3.01 - 3.13
Motion: Mrs. Fiore 2nd: Mrs. Hample Roll Call Vote: Carried 8 Yes
- 3.01 Motion to approve the **Bill List** for the period from **November 11, 2021 through December 15, 2021** for a total amount of **\$3,221,691.88**.
(Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule December 2021** for a total amount of **\$4,512.01**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll and Agency** for the month of **October 2021** for a total amount of **\$2,451,693.59**.
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers for October 1, 2021 through October 31, 2021**.
(Attachment 3.04-3.04a)
- 3.05 Motion to ratify and approve the **Student Activities Account for October 1, 2021 through October 31, 2021**.
(Attachment 3.05)
- 3.06 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: October 31, 2021 Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of October 31, 2021 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.

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of October 31, 2021 and 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 October 31, 2021. (Attachment 3.06-3.06a)

3.07 Motion to approve the shared services agreement with the Township of Readington for the rental of a backhoe or similar piece of equipment for the 2021-2022 school year at a total cost of \$6,000.00.

3.08 Motion to approve the following resolution:

WHEREAS, on March 16, 2021 the Readington Township Board of Education approved a long range facilities plan inclusion of roofing project at Holland Brook School; and

WHEREAS, the Readington Township Board of Education desires to proceed with construction for a new roof in the 2022-2023 school year; and

WHEREAS, on October 12, 2021 the Board approved a professional services contract with Settembrino Architects for a Holland Brook School roofing project for the summer of 2022; and

WHEREAS the Readington Township Board of Education has sufficient local funding available in Capital Reserve to complete the roofing project at Holland Brook School based on the estimates created by the Business Administrator and Settembrino Architects; and

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: the Readington Township Board of Education approves the submission of the Holland Brook School roofing project formally to the State of New Jersey as a capital project, project # 4350-030-21-2000.

3.09 Motion to rescind motion 3.09 on November 9, 2021 agenda and undo the withdrawal of capital reserve and rescind the purchase order for insulation from WTI and to have the Business Administrator put it back in capital reserve.

3.10 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education advertised for bids for the Roof Replacement at Holland Brook School Project; and

WHEREAS, on December 3, 2021, the Board received and publicly opened eight bids for the Project; and

WHEREAS, Pravco Roofing submitted the lowest bid for the Project with a base bid in the amount of \$981,234, together with Alternate No. 1 in the amount of \$12,321, for a total contract sum of \$993,555; and

WHEREAS, the bid submitted by Pravco is responsive in all material respects, and the Board is desirous of awarding the contract for the Project to Pravco; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the bid for the Project to Pravco for the base bid, plus Alternate No. 1, for a total contract sum of \$993,555;

BE IT FURTHER RESOLVED, that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, and executed contract, as prepared by the Board Attorney, within ten days of the date hereof.

BE IT FURTHER RESOLVED, that the Board Attorney is hereby directed to draft an agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for this Project. 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. (Attachment 3.10)

3.11 Motion to approve the following resolution:

WHEREAS, after advertising for and publicly opening bids for the Roof Replacement at Holland Brook School Project, the Board awarded the contract for the Project to Pravco Roofing as the lowest responsible bidder, with a base bid in the amount of \$981,234, together with Alternate No. 1 in the amount of \$12,321, for a total contract sum of \$993,555; and

WHEREAS, due to lead time issues related to major supply chain disruptions, the bid specifications did not require the bidder to supply insulation (even though the Project requires it), as the District had created a purchase order to obtain the insulation from another source for \$114,800, with an estimated delivery of August 2022; and

WHEREAS, at a preliminary construction meeting, Pravco proposed a change order wherein it would provide the insulation for the Project; and

WHEREAS, the cost of the change order is substantially less expensive than the amount the Board originally obtained for the insulation, with an earlier estimated delivery date (June 2022); and

WHEREAS, it is more advantageous for the Board to obtain the insulation through Pravco;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby cancels the above-referenced purchase order for the insulation and hereby directs the Business Administrator to notify the vendor of the same; and

BE IT FURTHER RESOLVED, that the Board hereby accepts Pravco's proposal for Change Order No. 1, and authorizes the Board President and the Board Secretary to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.
(Attachment 3.11)

- 3.12 Motion to apply for and accept \$33,632 in funding for projects related to emergent and capital maintenance needs from the New Jersey Schools Development Authority (SDA) for projects in the 2021-22 school year to facilitate in-person instruction.
- 3.13 Motion to increase substitute nurse rates for the 2021-2022 school year to \$225/day effective January 1, 2022.

D. EDUCATION/TECHNOLOGY

Committee Report - Mrs. Hample provided minutes of the meeting held on December 7, 2021.

- 4. Motion to adopt 4.01 - 4.05
Motion: Mrs. Fiore 2nd: Dr. Cerciello Roll Call Vote: Carried 8 Yes
- 4.01 Motion to apply for and accept an H.S.A. mini grant in the amount of \$169.35 for a classroom project "Send Postcards to Space Project", teacher facilitators - Julie Karus, Gargi Adhikari, and Rachel Gass, fourth and fifth grade science and SEL.
- 4.02 Motion to approve Littera, a third party virtual tutoring service, to perform after-school tutoring for ELA for the 2021-2022 school year at a total cost of \$28,505, to be paid through ESSER/ARP funds.
- 4.03 Motion to accept the Superintendent's recommendation and approve the following student placements in the Readington Township School District as follows:

STUDENT NAME	UNIVERSITY/COLLEGE PLACEMENT REQUEST	SCHOOL/COOPERATING TEACHER	EFFECTIVE DATES
Maria Kurowski	Grand Canyon University K-3 General Education Classes	Three Bridges School Kaitlyn Jones	January - February 2022 10 Hours
	40 hours Classroom Observation	Whitehouse School Arlene Schlosser	April - June 2022 30 hours
Nicole Monaco	TCNJ Senior Capstone Internship	Holland Brook School Barbara Pauley	January - May 2022 90 hours

Andrea Decampos	University of Phoenix 50 hours Classroom Observation	Holland Brook School Gargi Adhikari/ Maria Winter District Lori Gabrielsen	January - June 2022 50 hours
Hailey Ruane	TCNJ Observation	District Staci Beegle	December 15, 2021 - January 31, 2022, 1 day
Madison Mulhall	TCNJ Observation	District Staci Beegle	December 15, 2021 - January 31, 2022, 1 day

4.04 Motion to accept the Superintendent's recommendation to implement a school climate survey developed by International Survey Associates focusing on evaluating the academic achievement, activities within the school and community, safety, and risk of substance use at Readington Middle School. The survey is developed and administered in partnership with Prevention Resources, Inc. at no cost to the district.

4.05 Motion to adopt the following fundraiser for the 2021-2022 school year:

SCHOOL	FUNDRAISER	RECIPIENT
Readington Middle School	Dine Around	Readington Athletic Booster Club

E. PERSONNEL

Committee Report - Mrs. Hample provided minutes of the meeting held on December 6, 2021.

5. Motion to adopt 5.01 - 5.12
Motion: Mrs. Fiore 2nd: Mrs. Hample Roll Call Vote: Carried 8 Yes

5.01 Motion to accept and ratify the Superintendent's recommendation and approve the following appointments:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Anthony Rossi	Bus Driver (Transportation) 80-06-D6/anm	\$28.25/hr Step 8	On or before 12/15/2021-06/30/2022
Theresa Brown-Biondo	Bus Driver (Transportation) 80-06-D6/aoa	\$29.25/hr Step 9	On or before 12/15/2021-06/30/2022

5.02 Motion to accept the Superintendent's recommendation and approve the following appointments:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Nicole Erhart	LTS Teacher/LA (RMS) 20-01-D2/aev	Substitute rate for the first 20 consecutive days, \$61,860 MA Step 1 per diem rate thereafter (prorated)	11/23/2021 - 04/29/2022
Katie Spencer	LTS Teacher/Kindergarten (TBS) 20-03-D2/axg	Substitute rate for the first 20 consecutive days, \$61,860 MA Step 1 per diem rate thereafter (prorated)	12/06/2021 - 01/21/2022

Caroline Ratanski	LTS Teacher/LA (RMS) 20-01-D2/afc	Substitute rate for the first 20 consecutive days, \$56,260 BA Step 1 per diem rate thereafter (prorated)	01/03/2022 - 04/15/2022
Jill Komosinski	Nurse (RMS) 20-01-01/bbk	\$62,485 BA Step 9/10(10) (prorated)	On or before 01/15/2022 - 06/30/2022
Tyler Tregoning	OOD Nurse (BOE) New Position	\$56,260 BA Step 1 (prorated)	12/15/2021 - 06/30/2022
Allison Steitz	LTS Teacher/Special Education (HBS) 20-02-D3/aiv	Substitute rate for the first 20 consecutive days, \$61,860 MA Step 1 per diem rate thereafter (prorated)	On or before 01/15/2022 - 06/30/2022
Caitlin O'Connor	Teacher/Special Education (RMS) 20-01-D2/ahr	\$64,035 MA Step 5 (prorated)	On or before 02/15/2022 - 06/30/2022

- 5.03 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:

NAME	SUBSTITUTE
Scott Bennert	Substitute Teacher/Aide
Alyssa Magliaro	Substitute Teacher/Aide
Brittney Steitz	Substitute Teacher/Aide
Alexa Perez	Substitute Teacher/Aide
Diana Mieczko	Substitute Aide/Clerical
Caroline Ratanski	Substitute Teacher/Aide
Allison Steitz	Substitute Teacher/Aide

- 5.04 Motion to accept the Superintendent's recommendation and rescind the following appointment:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Jeffrey Castagne	Maintenance Mechanic (BOE) 70-05-D5/aoo	\$57,000 Unaligned (prorated)	11/15/2021 - 6/30/2022

- 5.05 Motion to approve all teaching staff, certified paraprofessionals, certified substitutes to teach 1. Home Instruction, 2. Virtual Tutoring for Quarantined Students, 3. Virtual Homework Help and 4. In-Person Accelerate Learning according to their contractual rate, to be paid using the ESSER II and III/ARP grants, not to exceed dollar limits of said grants.
- 5.06 Motion to approve the attached list of staff members for regular business travel during the 2021-2022 school year in accordance with Policy 6471, subject to reimbursement limits previously board approved, resolution 3.15 on March 16, 2021.
(Attachment 5.06)

- 5.07 Motion to approve Colleen Ogden as the Summer Enrichment Coordinator for the Summer of 2022 at a stipend of \$4,000.00.
- 5.08 Motion to approve Daniel Kimple, Denise Hawkins, Nancy Hill, and Marybeth Schwarz to support the attached list of students for winter sports for the 2021-2022 school year at their contractual rate not to exceed 90 hours each. (Attachment 5.08)
- 5.09 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers for the 2021-2022 school year:

NAME	CHANGE	POSITION	LOCATION	SALARY
Kaitlyn Wagner	Transfer from: to:	20-01-D2/ahr 20-01-D2/ahs	RMS Teacher/Special Education RMS Teacher/Special Education	No Change

- 5.10 Motion to accept the following resignation:

NAME	POSITION	EFFECTIVE DATE
Kevin Meyer	Teacher/Special Education (RMS) 20-01-D2/ahs	12/31/2021

- 5.11 Motion to accept the Superintendent's recommendation and remove the following clubs/advisors at Holland Brook School for the 2021-2022 school year:

CLUB	ADVISOR
Art	Mary Coyle
Feeling Good	Barbara Pauley
Spring Sports	Michael Roosen

- 5.12 Motion to accept the Superintendent's recommendation and add the following clubs/advisors at Holland Brook School for the 2021-2022 school year:

CLUB	ADVISOR
Cooking	Colleen Ogden
Lego 2	Lauren Mahoney/Catherine Patrick

F. COMMUNICATION

Committee Report - Mrs. Fiore provided minutes of the meeting held on November 15, 2021.

6. Motion to adopt 6.01 - 6.02
Motion: Mrs. Fiore 2nd: Dr. Cerciello Roll Call Vote: Carried 8 Yes
- 6.01 Motion to accept the Superintendent's recommendation and approve the following policies for second reading: (Attachment 6.01)
- Policy 2425 - Emergency Virtual or Remote Instruction Program
 - Policy 6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs
 - Policy 6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures
 - Policy 6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest
 - Policy 6311 - Contracts for Goods and Services Funded by Federal Grants
 - Policy 7432 - Eye Protection

- Policy 8540 - School Nutrition Programs
- Policy 8550 - Meal Charges/Outstanding Food Service Bill
- Policy 8600 - Student Transportation

6.02 Motion to accept the superintendent's recommendation and approve the following policies for first reading: (Attachment 6.02)

- Policy 5751 - Sexual Harassment of Students
- Policy 7460 - Energy Conservation
- Policy 7461 - District Sustainability Policy

VIII. UNFINISHED BUSINESS

- Mrs. Simon shared the tentative board meeting dates for 2022, highlighting that November's meeting was moved to avoid Election Day. These dates will be voted upon at the Board's reorganization meeting on January 4, 2022, then advertised in two newspapers as legally required.

IX. NEW BUSINESS FROM BOARD

- Mrs. Simon and Dr. Hart provided an overview of the processes to fill the vacant board position created by Mrs. Simon's resignation effective December 31, 2021. The general process is as follows:
 - December 20, 2021 - Formal posting of opening and advertisement with instructions to apply
 - January 10, 2022 - Closure of posting, and last day for candidates to apply to vacancy
 - January 18, 2022 - Interviews by the full Board in closed session starting at 6:00 p.m. During regular public session, it is anticipated to vote to appoint the successful candidate
 - January 19, 2022 - Notification to all candidates on results
 - February 8, 2022 - Successful candidate is sworn in during public session of board meeting
 The term of appointment is for approximately one-year through the end of December 2022. Any candidate would need to run for public election in November 2022 to continue on the board thereafter.
- Mr. Zwerling provided minutes of the Green Committee meeting held on December 9, 2021.

X. OPEN TO THE PUBLIC

- None.

XI. ADJOURNMENT

Motion to adjourn at: 8:22 p.m.

Motion: Mrs. Fiore

2nd: Mrs. Hample

Roll Call Vote: Carried 8 Yes