

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Work/Action Meeting 5:00 p.m.
March 16, 2017

MINUTES

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

Laura Simon called the meeting to order at 5:00 and announced that the meeting was being held in compliance with the Open Public Meetings Act (NJSA 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. Formal action was taken.

Present: Christopher Allen, Wayne Doran, Ray Egbert, Cheryl Filler, Eric Zwerling (arrived at 5:03), Anna Shinn, Laura Simon

Also Present: Barbara Sargent, Superintendent, Thomas Venanzi, Interim Business Administrator/
Board Secretary

Absent: Melissa Szanto, Thomas Wallace

Flag Salute

SUPERINTENDENT'S REPORT

- Budget Review

Mr. Zwerling arrived at 5:03

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

CORRESPONDENCE

- C.M. e-mail
- P.L. e-mail

ADMINISTRATIVE REPORTS

- 1.01 Enrollment and Drill Reports

MINUTES

- 2.01 Motion to approve the Meeting Minutes February 7, 2017.
- 2.02 Motion to approve the Executive Meeting Minutes February 7, 2017.
- 2.03 Motion to approve the Meeting Minutes February 28, 2017.
- 2.04 Motion to approve the Executive Meeting Minutes February 28, 2017.

FINANCE/FACILITIES

Committee Report – Mr. Egbert provided a report for the meeting held on March 3, 2017.

Motion to adopt 3.01 – 3.07;3.09

Motion: Mrs. Filler

Second: Mr. Egbert

Roll Call Vote: Carried -7 Yes

- 3.01 Motion to approve the **Bill List** for the period from **March 1, 2017** through **March 15, 2017** for a total amount of **\$516,772.77**. (Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule March 14, 2017** for a total amount of **\$1072.00**. (Attachment 3.02)
- 3.03 **Tentative Budget Adoption 2017-18**

BE IT RESOLVED that the tentative budget be approved for the 2017-18 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, 2017 as follows:

General Fund Current Expense	\$29,972,708
General Fund Capital Outlay	\$ 2,458,945
Special Revenue Fund	\$ 425,009
Debt Service Fund	\$ 3,917,381
Total Tentative Budget	\$36,774,043

(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	\$27,444,990
Debt Service Fund	<u>\$ 2,112,227</u>
Total Local Taxes Required	\$29,557,217

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 Courier News 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 25, 2017 at 7:30pm for the purpose of conducting a public hearing on the budget for the 2017-18 school year.

3.06 **Approval of the Adoption of Tuition Rates for 2017-18**

BE IT RESOLVED to establish the following tuition rates for the 2017-18 school year:

Students of Employees (Regular Ed Programs)	\$ 4,000
Kindergarten	\$14,805
Grades 1-5	\$16,304
Grades 6-8	\$16,930
Learning Language Disabled	\$33,807
Autism	\$28,668
Preschool Disabled (part time)	\$13,242
Preschool Disabled (full time)	\$27,591

3.07 **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:

2016-17 Budget	\$57,707
2016-17 Expenditures through 2/28/17	\$33,965
2017-18 Projected Budget	\$57,707

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 2016-17 school year and the 2017-18 school year:

2016-17 Maximum Travel Budget	\$100,000
2016-17 Expenditures through 2/28/17	\$ 37,084
2017-18 Maximum Travel Budget	\$100,000

3.08 **RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY, AUTHORIZING CERTAIN ACTIONS NECESSARY IN CONNECTION WITH THE SALE AND ISSUANCE OF NOT TO EXCEED \$9,800,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS AND AUTHORIZING THE APPROPRIATE OFFICIALS TO DO ALL ACTS AND THINGS DEEMED NECESSARY AND ADVISABLE IN CONNECTION WITH THE SALE, ISSUANCE AND DELIVERY OF SAID BONDS**

WHEREAS, on December 14, 2006, The Board of Education of the Township of Readington in the County of Hunterdon, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) issued \$10,000,000 aggregate principal amount of tax-exempt Refunding School Bonds, Series 2006 dated December 14, 2006 (the "2006 Refunding School Bonds"); and

WHEREAS, the Board has determined that the current tax-exempt interest rate environment may enable it to realize going-forward debt service savings for property taxpayers residing in the School District through the issuance by the Board of Refunding School Bonds (the "Refunding School Bonds") to refund all or a portion of the \$9,485,000 aggregate principal amount of the outstanding 2006 Refunding School Bonds maturing on or after July 15, 2018 (the "Refunded Bonds"); and

WHEREAS, the Board introduced a refunding school bond ordinance (the “Refunding Bond Ordinance”) on first reading by resolution of the Board on February 28, 2017, and

WHEREAS, on the date hereof, the Board has held a public hearing on the Refunding Bond Ordinance; and

WHEREAS, the Board has determined to issue and sell such Refunding School Bonds; and

WHEREAS, the Board now desires to finally adopt the Refunding Bond Ordinance and to authorize certain actions in connection with the sale and issuance of the Refunding School Bonds.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON, NEW JERSEY, AS FOLLOWS:

SECTION 1. The Refunding Bond Ordinance is hereby adopted and shall take effect immediately.

SECTION 2. The Refunding School Bonds are hereby authorized to be sold to _____, as Purchaser (the “Purchaser”) [as Underwriter (the “Underwriter”)] in accordance with the terms set forth in the proposal provided to the Board.

SECTION 3. There is hereby delegated to the Interim Business Administrator/Board Secretary, subject to the limitations contained herein and in consultation with Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey, Bond Counsel to the Board (“Bond Counsel”) and Phoenix Advisors, LLC, as financial advisor to the Board (the “Financial Advisor”) the power with respect to the Refunding School Bonds to determine and carry out the following:

- a) the sale of the Refunding School Bonds at private sale, provided that the purchase price paid by the purchaser thereof shall not be less than ninety-five percent (95%) of the principal amount of the Refunding School Bonds so sold;
- b) the principal amount of Refunding School Bonds to be issued, provided that (i) such amount shall not exceed \$9,800,000, and (ii) such amount shall not exceed the amount necessary to pay the costs of issuance associated with the Refunding School Bonds and to fund the deposit to the escrow fund as set forth in the Escrow Deposit Agreement (as defined herein) in an amount that, when invested, will be sufficient to provide for the timely payments required for the Refunded Bonds;
- c) the maturity dates and the principal amount of each maturity or sinking fund redemption amount of the Refunding School Bonds, provided that no

Refunding School Bonds refunding the Refunded Bonds shall mature later than the maturity date of the Refunded Bonds;

d) the interest payment dates and the interest rates on the Refunding School Bonds, provided that the true interest cost on the Refunding School Bonds shall produce a present value debt service savings of at least three percent (3%) of the principal amount of the Refunded Bonds;

e) the denomination or denominations of and the manner of numbering and lettering the Refunding School Bonds, provided that all Refunding School Bonds of like maturity shall be identical in all respects, except as to denominations, amounts, numbers and letters;

f) provisions for the sale or exchange of the Refunding School Bonds and for the delivery thereof;

g) the form of the Refunding School Bonds shall be substantially in the form set forth in Exhibit A attached hereto, with such additions, deletions and omissions as may be necessary for the Board to market the Refunding School Bonds in accordance with the requirements of The Depository Trust Company, New York, New York, ("DTC"), if applicable, and the Purchase Contract (as defined herein);

h) the direction for the application and investment of the proceeds of the Refunding School Bonds;

i) the terms of redemption of the Refunding School Bonds; and

j) any other provisions deemed advisable by the Interim Business Administrator/Board Secretary not in conflict with the provisions hereof.

The Interim Business Administrator/Board Secretary shall execute a certificate evidencing the determinations or other actions taken pursuant to the authority granted hereunder, and any such certificate shall be conclusive evidence of the actions or determinations of the Interim Business Administrator/Board Secretary as to the matters stated therein.

In addition, the issuance of the Refunding School Bonds shall comply with the provisions of N.J.A.C. 5:30-2.5, including that within 10 days of the date of the closing on the Refunding School Bonds, the Interim Business Administrator/Board Secretary shall file a report with the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs setting forth (a) a comparison of the Refunding School Bonds' debt service and the Refunded Bonds' debt service, which comparison shall set forth the present value savings achieved by the issuance of the Refunding School Bonds; (b) a summary of the issuance of the Refunding School Bonds; (c)

an itemized accounting of all costs of issuance in connection with the issuance of the Refunding School Bonds; and (d) a certification of the Interim Business Administrator/Board Secretary that (i) all of the conditions of Section (b) of N.J.A.C. 5:30-2.5 have been met, and (ii) this resolution authorizing the issuance of the Refunding School Bonds, adopted pursuant to 18A:24-61.5(b), was approved by a two-thirds vote of the full membership of the Board.

SECTION 4. The President and Vice President of the Board are hereby authorized and directed to execute by manual or facsimile signature the Refunding School Bonds in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Interim Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Refunding School Bonds.

SECTION 5. The Interim Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, is hereby authorized and directed to approve a Bond Purchase Contract (the "Purchase Contract"), if required, for the Refunding School Bonds, to be dated the date of sale of such Refunding School Bonds and to be executed by the Purchaser. The President, Vice President and Interim Business Administrator/Board Secretary are hereby authorized and directed on behalf of the Board to execute and deliver said Purchase Contract.

SECTION 6. The Interim Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, is hereby authorized and directed to approve the Escrow Deposit Agreement (the "Escrow Deposit Agreement") with an escrow agent (the "Escrow Agent") to be selected by the Interim Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, with respect to the Refunded Bonds, to be dated the date of the closing on the Refunding School Bonds. The President and Vice President of the Board are hereby authorized and directed to execute and deliver the Escrow Deposit Agreement in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Interim Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Escrow Deposit Agreement. The Financial Advisor is hereby authorized to act as the agent and representative of the Board for the purpose of subscribing for the purchase of United States Treasury Securities – State and Local Government Series to be held by the Escrow Agent. In the alternative, if United States Treasury Securities – State and Local Government Series are not available, the Financial Advisor is hereby authorized to seek bids for the acquisition of United States Treasury Securities – Open Market Securities.

SECTION 7. The Interim Business Administrator/Board Secretary is hereby authorized and directed to select a verification agent (the "Verification Agent"), if required, in consultation with Bond Counsel and the Financial Advisor, with respect to the Refunded Bonds. The Verification Agent shall prepare the verification report required to verify the sufficiency of the escrowed monies to refund the Refunded Bonds.

SECTION 8. The Board hereby covenants and agrees that it will comply with and carry out all of the provisions of a Continuing Disclosure Certificate (the "Certificate") which will set forth the obligation of the Board to file budgetary, financial and operating data on an annual basis and notices of certain enumerated events deemed material in accordance with the provision of the Rule. The Interim Business Administrator/Board Secretary is hereby authorized and directed to execute and deliver this Certificate evidencing the Board's undertaking with respect to the Rule. Notwithstanding the foregoing, failure of the Board to comply with the Certificate shall not be considered a default on the Refunding School Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance to cause the Board to comply with its obligations hereunder.

SECTION 9. The President, Vice President and Interim Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by this resolution, the Purchase Contract, the Escrow Deposit Agreement and the Commitment, and for the authorization, sale and issuance of the Refunding School Bonds. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Interim Business Administrator/Board Secretary, in consultation with Bond Counsel, as hereinabove provided, shall be conclusive and no further ratification or other action by the Board shall be required with respect thereto.

SECTION 10. In accordance with the provisions of N.J.A.C. 5:30-2.5, within ten (10) days of the date of the closing on the Refunding School Bonds, the Interim Business Administrator/Board Secretary shall file a report with the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs setting forth (a) a comparison of the Refunding School Bonds' debt service and the Refunded Bonds' debt service, which comparison shall set forth the present value savings achieved by the issuance of the Refunding School Bonds; (b) a summary of the issuance of the Refunding School Bonds; (c) an itemized accounting of all costs of issuance in connection with the issuance of the Refunding School Bonds, and (d) a certification of the Interim Business Administrator/Board Secretary that (i) all of the conditions of Section (b) of N.J.A.C. 5:30- 2.5 have been met, and (ii) this resolution authorizing the issuance of the Refunding School Bonds, adopted pursuant to 18A:24-61.5(b), was approved by a two-thirds vote of the full membership of the Board.

SECTION 11. The Board hereby covenants to maintain the exclusion from gross income under Section 103(a) of the Internal Revenue Code of 1986, as amended, (the "Code") of the interest on the Refunding School Bonds. There is hereby delegated to the Interim Business Administrator/Board Secretary the ability to designate the Refunding School Bonds as "qualified tax-exempt obligations" for purposes of section 265(b)(3)(B)(ii) of the Code.

[SECTION [12]. The Interim Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, is hereby authorized and directed to apply and qualify for the issuance of any policy of municipal bond insurance and to approve a Commitment for Municipal Bond Insurance (the "Commitment") setting forth the terms and conditions (including premium charges) upon which a bond insurer proposes to issue its bond insurance policy covering the Refunding School Bonds. The Interim Business Administrator/Board Secretary is hereby authorized and directed on behalf of the Board to execute and deliver said Commitment.]

[SECTION [13]. It is hereby delegated to the Interim Business Administrator/Board Secretary the authority to "deem final" (as defined under the Rule (as hereinafter defined)) a Preliminary Official Statement (the "Preliminary Official Statement") and such official is hereby authorized and directed to execute and deliver a certificate to the Underwriter evidencing the same. The preparation and distribution by the Board, in consultation with Bond Counsel, and counsel to the Underwriter, if any, of a Preliminary Official Statement for the Refunding School Bonds to be used in connection with the marketing of such Refunding School Bonds, is hereby approved and any previous actions undertaken by various representatives and officers of the Board with respect thereto are hereby ratified and confirmed. Upon the sale of the Refunding School Bonds to the Underwriter, the Preliminary Official Statement shall be so modified by the Interim Business Administrator/Board Secretary, in consultation with Bond Counsel, to reflect the effect of the pricing of the Refunding School Bonds and the Purchase Contract and any other revision not inconsistent with the substance thereof deemed necessary or advisable by Bond Counsel, and said Preliminary Official Statement as so modified shall constitute the final Official Statement (the "Official Statement"). The Interim Business Administrator/Board Secretary is authorized and directed on behalf of the Board to execute and deliver said Official Statement.]

SECTION [14]. All other resolutions adopted in connection with the Refunding School Bonds and inconsistent herewith are hereby rescinded to the extent of such inconsistency.

SECTION [15]. This resolution shall take effect immediately.
(Attachment 3.08)

3.09 Motion to accept the following resolution:

RESOLUTION

WHEREAS, a student whose name is on file in the Superintendent's Office attended Readington Middle School tuition free as a resident of Readington Township School District (hereinafter referred to as the "District") until on or about December 9, 2016, when the student's family moved from the District; and

WHEREAS, the parents of the student (hereinafter referred to as the "Parents") requested at that time that the student be permitted to complete the remainder of the 2016-2017 school year in the Readington Township Middle School; and

WHEREAS, by resolution dated December 13, 2016, the Readington Township Board of Education (hereinafter referred to as the "Board"), continued the enrollment of the student in the District pursuant to N.J.S.A. 18A:28-3, Board Policy 5118 and a Former-Resident Tuition Agreement (hereinafter referred to as the "Agreement") that provided for the payment of tuition in the amount of \$1,679.10 per month for the remainder of the 2016-2017 school year; and

WHEREAS, the Parents made tuition payments in the amount of \$1,679.10 for the months of January and February 2017 and due to changed circumstances and financial hardship, have requested that the Board continue the enrollment of the student tuition free for the remainder of the 2016-2017 school year; and

WHEREAS, pursuant to Article 11 of the Agreement, Board Policy 5111 and N.J.S.A. 18A:38-3 the Board desires to waive the tuition provisions of the Agreement and continue the enrollment of the student in the Readington Middle School tuition free for the remainder of the 2016-2017 school year.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The remaining monthly tuition payments due from the Parents in the total amount of \$6,716.40 are hereby waived and the student shall be permitted to continue to be enrolled in the District tuition free through the remainder of the 2016-2017 school year in order to complete Grade 8 at Readington Middle School. Under no circumstances shall the student continue to be enrolled in the District after June 30, 2017.
2. The Board hereby authorizes the Board President and Board Secretary to execute and deliver a Waiver of the Tuition Agreement and such other documents as may be necessary to effectuate same.

EDUCATION/TECHNOLOGY

Committee Report - None

Motion to adopt 4.01 - 4.02

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

4.01 Motion to approve a field trip to the Reading Cinemas and Frank's Pizza, Manville, NJ, for Life Skills students (this trip replaces the previously approved trip to RVCC) on Thursday, March 23, 2017.

4.02 Motion to approve a field trip to Whitehouse Elementary School for 7th grade students in Creative Writing for the purpose of sharing student-written picture books on March 15, 2017.

PERSONNEL

Committee Report –Mr. Egbert provided a report for the meeting held on March 10, 2017.

Motion to adopt 5.01 - 5.03

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried -7 Yes

5.01 Motion to approve a change in salary and hours for bus driver, Nancy Garrison, from 4.75 hours per day at a salary of \$21,966.61 to 5 hours per day at a salary of \$23,122.75 effective Tuesday January 3, 2017.

5.02 Motion to approve a change in hours and salary for bus driver, Margit Breaunig, from 5 hours per day at a salary of \$25,149.95 to 5.25 hours per day at a salary of \$26,407.45 effective January 3, 2017.

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

Name	Position	Step	Effective Dates
Hlinka, Tina (New Position)	Instructional Aide (TBS)	\$20.19/hr C Step 10	On or about 03/15/2017 - 6/30/2017

Maria Durka (New Position)	Instructional Aide – PT (WHS)	\$16.27/hr NC Step 1	03/20/2017 – 06/30/2017
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5.04 Motion to approve unpaid leave of absence for employee #5350 from April 3 to April 7, 2017.

5.05 Motion to acknowledge the following retirement with appreciation for her years of service, effective June 30, 2017:

Beverly Lax	Intervention Teacher (TBS) 20-03-D2/afw
Patricia Loughlin	School Counselor (RMS) 20-01-D2/ajh

5.06 Motion to accept the following resignation, effective June 30, 2017:

Christine Meares	Teacher/Grade 2 (TBS) 20-03-D2/acr
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COMMUNICATIONS

Committee Report – Mr. Doran provided a report for the meeting held on March 9, 2017.

6.01 Motion to accept the Superintendent’s recommendation to approve for second reading and adopt the following policies and Regulations:

- Policy #1510 Americans with Disabilities Act (Mandated)
- Regulation #1510 Americans with Disabilities Act
- Regulation #2312 Class Size
- Policy #2418 Section 504 of the Rehabilitation Act of 1973 - Students (Mandated)
- Regulation #2418 Section 504 of the Rehabilitation Act of 1973 – Students
- Policy #5116 Education of Homeless Children
- Regulation #5116 Education of Homeless Children
- Policy # 8330 Student Records (Mandated)
- Regulation #8330 Student Records

UNFINISHED BUSINESS

NEW BUSINESS FROM BOARD

OPEN TO THE PUBLIC

- Margit Braeunig, district bus driver, stated that the fifteen minute adjustment on her contract was not fair and that it should be a half hour added.
- Marie Potenta questioned the status of the elevator repair at Whitehouse School.

ADJOURNMENT

Motion to Adjourn at 5:30 pm

Motion: Mrs. Filler

Second: Mrs. Shinn

Vote: 7 Yes

Respectfully submitted,

**Thomas Venanzi
Interim Business Administrator/Board Secretary**