

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 6:00 p.m.
March 28, 2017

Minutes

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

Laura Simon called the meeting to order at 6:00 and announce 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, Melissa Szanto, Thomas Wallace, Anna Shinn, Laura Simon

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

Absent: Eric Zwerling

Flag Salute

EXECUTIVE SESSION 6:04 pm

Motion: Mrs. Shinn

Second: Mrs. Filler

Vote: 8 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 personnel matters for approximately 60 minutes at which time the Board expects to return to Public Session with action to 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 6:54 pm

SUPERINTENDENT'S REPORT

- Spotlight on Holland Brook School (Music Program)
- Bond Refunding Public Hearing

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

CORRESPONDENCE

- R.G. email
- L.F. email
- S.S. note
- T.B. email

ADMINISTRATIVE REPORTS

Motion to adopt: 1.01 - 1.02

Motion: Mrs. Filler Second: Mrs. Shinn Roll Call Vote: Carried -8 Yes

1.01 Enrollment and Drill Reports

1.02 Motion to accept the following HIB report:

School	Date	Findings of Harassment, Intimidation or Bullying
RMS	03/06/2017	No

MINUTES

Motion to adopt 2.01 - 2.04

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

(Mr. Allen abstained 2.03 & 2.04; Mrs. Shinn abstained 2.01 & 2.02; Mr. Wallace abstained 2.01 - 2.04)

- 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 - None

Motion to adopt 3.01 – 3.07

Motion: Mr. Doran Second: Mrs. Shinn Roll Call Vote: Carried -8 Yes
(Mrs. Szanto abstained 3.07)

- 3.01 Motion to approve the **Bill List** for the period from **March 16, 2017** through **March 29, 2017** for a total amount of **\$1,335,978.11**. (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule March 28, 2017** for a total amount of **\$2,087.35**. (Attachment 3.02)

- 3.03 Motion to approve the following **Account Transfers** for **February 1, 2017** through **February 28, 2017**. (Attachment 3.03-3.03a)

- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: February 28, 2017 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 28, 2017 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.

Thomas Venanzi, Interim Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of February 28, 2017 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 February 28, 2017. (Attachment 3.04 & 3.04a)

- 3.05 **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 Roosevelt & Cross, Incorporated, 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") 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. 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 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.

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.

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 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 7. 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 8. 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 9. It is hereby delegated to the Interim Business Administrator/Board Secretary the authority to “deem final” (as defined under Rule 15c2-12, as amended and supplemented (the “Rule”) promulgated by the Securities and Exchange Act of 1934, as amended and supplemented) 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 10. 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 11. 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 12. 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 13. All other resolutions adopted in connection with the Refunding School Bonds and inconsistent herewith are hereby rescinded to the extent of such inconsistency.

SECTION 14. This resolution shall take effect immediately.
(Attachment 3.05 - 3.05a)

- 3.06 Motion to approve the following change order for site upgrades at Holland Brook School, Readington Middle School, and Three Bridges School for Top Line Construction Corp. :

CO-06 Cost for district's plumber to investigate broken sewer pipe at Three Bridges School back charged to contractor (\$1,052.60).

3.07 Motion to approve a contract with Frontline Technologies to provide services associated with their RTIm Direct Program for the 2016-17 and 2017-18 School Year as follows:

<u>2016-17 start up costs)</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total</u>
RTIm Direct Initial Fee - Per Student (Total Enrollment)	\$2.25	1,674	\$ 3,766.50
RTIm Direct Training Days	\$1,400.00	3	\$ 4,200.00
RTIm Annual Support Per Student (Total Enrollment)	\$1.65	1,674	<u>\$ 2,762.10</u>
Total Contract			\$10,728.60

EDUCATION/TECHNOLOGY

Committee Report -None

Motion to adopt 4.01 - 4.03

Motion: Mrs. Shinn Second: Mrs. Filler Roll Call Vote: Carried -8 Yes

4.01 Motion to approve the following fundraiser:

Fundraiser	School	Date	Recipient of Funds
Bracelet Sale	RMS	May 5-12, 2017	Bianca's Kids (NJ Association of Student Councils' 2016-17 State Charity)

4.02 Motion to approve the following donations from the Home and School Association to Readington Middle School:

Donation	Amount of Donation
Eyes of the Wild Assemblies for Grades 6-8	\$950
Student Academy Day Materials/Supplies	\$1,500

4.03 Motion to approve former Readington student, now high school student at Solebury School, New Hope, PA to complete senior internship at Three Bridges School under the supervision of the principal and first grade teachers, May 15 – June 2, 2017.

PERSONNEL

Committee Report - None

Motion to adopt 5.01 - 5.08

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

5.01 Motion to approve unpaid leave of absence for employee #5350 from April 3 to April 7, 2017.

5.02 Motion to acknowledge the following retirements with appreciation for their years of service:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Beverly Lax	Intervention Teacher (TBS) 20-03-D2/afw	June 30, 2017
Patricia Loughlin	School Counselor (RMS) 20-01-D2/ajh	June 30, 2017
Marie Potenta	Speech-Language Specialist (WHS) 20-04-D2/akj	June 30, 2017
Jeanne Rutledge	Special Education Teacher (HBS) 20-02-D2/alz	August 1, 2017
Cynthia Fillebrown	Speech-Language Specialist (TBS) 20-03-D2/aki	June 30, 2017

(Attachments 5.02-5.02d)

5.03 Motion to accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Christine Meares	Teacher/Grade 2 (TBS) 20-03-D2/acr	June 30, 2017
Jutta Glauber	Preschool Aide (TBS) 30-03-D3/avh	March 14, 2017
Robert Sabo	Maintenance Mechanic 70-05-D5/aon	March 28, 2017
Steven Struble	Maintenance Mechanic 70-05-D5/aop	March 28, 2017

(Attachments 5.03-5.03a)

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

Kusumalatha Srikonda	Teacher/Aide
Bonnie Polito	Teacher/Aide

- 5.05 Motion to approve the following staff members as Summer Sports Academy Coaches at a stipend of \$640 (16 hours at \$40/hour) for each camp coached, to be funded through camp registration.

Jim Casertano	Stephanie Sperone
Edward Dubroski	Jeremy Wright
Ryan Newcamp	Lori Yukniewicz
Denise Pascale	Paul Yunos

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

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

- 5.07 Motion to approve Catherine Patrick as a special education chaperone for Holland Brook School Chorus from March 20, 2017 - June 19, 2017 at a rate of \$25/hour not to exceed \$1500.

- 5.08 Motion to approve Jason Bohm as School Business Administrator/Board Secretary and the Employment Contract pursuant to the terms approved by the Executive County Superintendent at a salary of \$120,000 from July 1, 2017 through June 30, 2018.

COMMUNICATIONS

Committee Report - None

Motion to adopt 6.01

Motion: Mr. Doran

Second: Mr. Egbert

Roll Call Vote: Carried -8 Yes

- 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

- Mrs. Simon asked if there was interest for the board to conduct a self-evaluation. Board members responded that they would participate.
- Mr. Doran asked for volunteers to sit with him at the Board of Education table at the Memorial Day celebration to answer questions and to provide information regarding the schools to the community.

OPEN TO THE PUBLIC

- The following parents and students spoke regarding the Middle School Gifted and Talented Quest program. They spoke about the positive impact that the program has had because of the teacher and voiced their support to retain Emily Bengels as a full time teacher at the Middle School next school year based on rumors circulating that she was to split time between Holland Brook and the Middle School.

Parents

Rebecca Hennings
Renee Fischer
Elizabeth Lewis
Erin Cohen
Barbara Corbin

Students

Kaleigh Lewis
Michelle May
Bryce Cohen
Dana Hennings
Amanda Fischer
Luke Fischer

EXECUTIVE SESSION 8:45 pm

Motion: Mr. Doran

Second: Mrs. Filler

Vote: 8 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 personnel matters with no action to 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 8:58 pm

ADJOURNMENT

Motion to Adjourn at 8:58 pm

Motion: Mrs. Filler

Second: Mr. Doran

Vote: 8 Yes

Respectfully submitted,

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