

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

Regular Meeting 7:00 p.m.

December 11, 2018

**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 the meeting 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:** Wayne Doran, Ray Egbert, Carol Hample, Robyn Mikaelian, Melissa Szanto, Eric Zwerling, Anna Shinn, Laura Simon

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

**Absent:** Thomas Wallace

**Flag Salute**

**SUPERINTENDENT'S REPORT**

- Dr. Hart and Laura Simon presented Wayne Doran and Melissa Szanto with recognition for their years of voluntary service as board members.
- Safety & Security presentation was provided by Dr. Hart with esteemed guest, Chief Joseph Greco. Safety and Security is the utmost priority of the district.
  - Dr. Hart reviewed action items taken this school year including:
    - Building walkthroughs with Readington Township Chief of Police, Lieutenant from HC Prosecutor's Office and State of NJ Office of School Preparedness and Emergency Planning
    - Camera system upgrades including enhanced access by the police department
    - Phone system upgrade
    - Safety and security plan revisions
    - District safety and security team regular meetings
    - Visitor protocols
    - Training for staff
  - Dr. Hart provided an overview of major items to come moving forward:
    - Double entry vestibules
      - Discussed at recent forum, recommended by various entities

- TBS, WHS, RMS, and Board Office newly created. HBS is already in place but will be upgraded to conform to standards of new vestibules put in place
  - Two sets of doors which provide enhanced degree of protection particularly to help with visitor protocols
  - Security film
  - Visitor management system
  - Bank teller style pass-through window
  - Swipe card system
  - Bid in coming months, completed in summer, utilizing capital reserve funds outside of taxpayer levy
  - Potential eligibility for State-grant money in future
  - Agenda 3.06 adds to LRFP which is first step
- Robyn asked about visitor management system and Dr. Hart responded that we are actively looking into various systems
  - Chief Greco indicated school buildings are a priority for his team and he and Dr. Hart are working regularly together on various initiatives

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

- None

#### **CORRESPONDENCE**

- None

#### **ADMINISTRATIVE REPORTS**

Motion to adopt 1.01 - 1.03

**Motion: Mrs. Shinn    Second: Mrs. Szanto    Roll Call Vote: Carried 8 Yes**

1.01    Enrollment and Drill Reports November 2018

1.02    Violence and Vandalism Report: January through June 2018

1.03    RMS Quarterly Discipline Report

#### **MINUTES**

Motion to adopt 2.01

**Motion: Mr. Egbert**

**Second: Mrs. Szanto**

**Roll Call Vote: Carried 7 Yes**

(Mr. Doran abstained)

2.01 Motion to approve the Meeting Minutes November 13, 2018.

### **FINANCE/FACILITIES**

**Committee Report:** Ray Egbert provided minutes from meeting held on December 3, 2018.

Motion to adopt 3.01 – 3.08

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

- 3.01 Motion to approve the **Bill List** for the period from **November 15, 2018** through **December 12, 2018** for a total amount of **\$1,588,054.17**.  
(Attachment 3.01)
  
- 3.02 Motion to approve **District Travel Schedule December 11, 2018** for a total amount of **\$17,458.86**.  
(Attachment 3.02)
  
- 3.03 Motion to approve **Payroll for the month of October 2018** for a total amount of **\$1,990,355.30**.  
(Attachment 3.03)
  
- 3.04 Motion to approve the following **Account Transfers** for **October 1, 2018 Through October 30, 2018**.  
(Attachment 3.04 - 3.04a)
  
- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS:October 31, 2018 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of October 31, 2018 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 October 31, 2018 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, 2018.  
(Attachment 3.05 & 3.05a)

3.06 Motion to approve the following resolution regarding authorization and submission of projects and amendments to the Long Range Facility Plan:

**WHEREAS**, the Readington Township Board of Education approved a contract for professional architectural services with SSP Architects for the development of plans and specifications for various facility projects to be included in the 2019-20 budget; and

**WHEREAS**, these facility projects are required to be submitted to the State Department of Education; and

**WHEREAS**, these facility projects will be totally funded through local sources since they are considered to be other capital projects; and

**WHEREAS**, it is necessary to approve an amendment to the district's long range facility plan;

**NOW, THEREFORE BE IT RESOLVED** that the Readington Township Board of Education approves the submission of the following other capital projects not eligible for state funding and as an amendment to the district's long range facility plan:

<b>School</b>	<b>Project</b>	<b>Project Number</b>
Readington Middle School	Vestibule	4350-050-19-1000
Three Bridges School	Vestibule	4350-060-19-1000
Whitehouse School	Vestibule	4350-070-19-1000
Holland Brook School(BOE)	Vestibule	4350-030-19-1000
District Wide	Access Control System & Security Film	4350-060-19-1000 4350-070-19-1000 4350-050-19-1000 4350-030-19-1000

3.07 Motion to approve the following resolution:

**Resolution**

**Authorizing Disposal of Surplus Property**

**WHEREAS**, the Board of Education is the owner of certain surplus property which is no longer needed for public use; and

**WHEREAS**, the Board is desirous of selling said surplus property in an “as-is” condition without express or implied Warranties;

**NOW THEREFORE BE IT RESOLVED** by the Readington Township Board of Education as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2481 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at [govdeals.com](http://govdeals.com) and also available from the Board of Education.

(2) The sale will be conducted online and the address of the auction site is [govdeals.com](http://govdeals.com).

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) The surplus property to be sold is on the attached list. (Attachment 3.07)

3.08 Motion to submit an amendment to the following for year 2018-19 grant applications and acceptance of funds:

ESSA carry over from 2017-2018:

Title IIA \$ 102  
Title III \$ 2,680

IDEA:

Basic: \$ 0  
Preschool: \$ 447

ESEA \$300 transfer Title III 2018-2019:

From: 200-500  
To: 100-600

**EDUCATION/TECHNOLOGY**

**Committee Report:** Anna Shinn provided minutes from meeting held on December 6, 2018.

Motion to adopt 4.01- 4.11

**Motion: Mrs. Shinn      Second: Mrs. Hample      Roll Call Vote: Carried 8 Yes**  
(Mrs. Hample abstained 4.06 only)

4.01 Motion to approve an Out of District tuition contract for student S-073 for The Calais School for the 2018-2019 school year effective October 15, 2018 for 155 days in the amount of \$54,412.75.

4.02 Motion to ratify and amend motion 4.04 dated July 24, 2018 to include related services for Out of District student S-189 in the amount of \$16,800.00 for the 2018-2019 school year per IEP.

4.03 Motion to accept the Superintendent's recommendation and approve the following Student Teacher Observation placement in the Readington Township School District as follows:

<b>STUDENT OBSERVATION/SCHOOL</b>	<b>COOPERATING TEACHER/SCHOOL</b>	<b>EFFECTIVE DATES</b>
Gabriella Truppi/ Raritan Valley Community College	Jodi Rehrig/HBS	30 hours over the Spring 2019 Semester

4.04 Motion to accept the Superintendent's recommendation and approve the following internship placement in the Readington Township School District as follows:

<b>STUDENT INTERN NAME/SCHOOL</b>	<b>COOPERATING SUPERVISOR/SCHOOL</b>	<b>DATE/TIME FRAME</b>
Jennifer Heller/ Centenary University	Kristen Higgins/TBS	January 2019 - June 2019

4.05 Motion to adopt the following fundraiser for Readington Middle School for the 2018-2019 school year.

<b>GROUP/RECIPIENT</b>	<b>FUNDRAISER</b>	<b>TIME PERIOD</b>
American Red Cross	Holiday/Winter Hats for California	December 2018

4.06 Motion to apply for and accept the following HBS grants from the Readington Township HSA:

<b>ITEM</b>	<b>AMOUNT</b>	<b>TEACHER/GRADE</b>	<b>USED FOR</b>
Lap Stands for the Classroom	\$199.99	Meryl Vance/4th	All Subjects
Q-Ball Microphone Ball	\$191.00	Jodi Rehrig/4th	Math, Science SEL

4.07 Motion to accept our Readington Middle School STEAM Tank Prize Award of \$1,000.00 from the New Jersey School Board Association for the 2018-2019 school year.

4.08 Motion to approve the following Three Bridges School clubs for the 2018-2019 school year.

CLUBS
Mind Craft
Physical Education
Yoga
Young Authors
Musical Theatre

4.09 Motion to ratify and approve home instruction for student H-185 for 5 hours per week effective November 29, 2018 through February 28, 2019.

4.10 Motion to ratify and approve home instruction for student H-186 for 5 hours per week effective November 26, 2018 through December 14, 2018.

4.11 Motion to ratify and approve an extension for home instruction for student H-082 for 10 hours per week from November 7, 2018 through February 8, 2019. Services provided by Oxford Consulting Services, Inc. at a rate of \$70.00 per hour.

## **PERSONNEL**

**Committee Report:** Melissa Szanto provided minutes from meeting held on November 26, 2018.

Motion to adopt 5.01 - 5.06

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

5.01 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teachers /Aides /Nurse/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>
Justina Ryan	Substitute Teacher/Aide
Charlyn Lynch	Substitute Teacher/Aide
Jeanne Rutledge	Substitute Teacher/Aide
Katherine Wicks	Substitute Teacher/Aide
Patricia Sarrow	Substitute Teacher/Aide
Catherine Way	Substitute Teacher/Aide

5.02 Motion to approve Jose Fernandez as substitute advisor for Central Office Detention at his contractual rate for the 2018-19 school year.

5.03 Motion to accept the Superintendent's recommendation and approve the new position of RMS Cafeteria Aide (40-01-D3/baq) for the 2018-19 school year.

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

<b>NAME</b>	<b>POSITION</b>	<b>SALARY/STEP</b>	<b>EFFECTIVE DATE</b>
Victoria Fulmer	Teacher/Special Ed. (RMS) 20-01-D2/aic	\$63,860 MA Step 8-9 (prorated)	1/2/2019 - 6/30/2019
Charlyn Lynch	Teacher/Special Ed. (RMS) 20-01-D2/ahr	\$61,900 MA Step 4 (prorated)	1/2/2019 - 6/30/2019
Roslin Staats	Custodian (RMS) 70-01-D5/aot	\$38,710 Custodian Step 4 (prorated)	on or about 12/12/2018 - 6/30/2019
David Rego Jr.	Cafeteria Aide (RMS) 40-01-D3/baq	\$10.19/hr. 2.5hrs./day Step 1 (prorated)	12/12/2018 - 6/30/2019



- 5.05 Motion to accept the Superintendent's recommendation and terminate the following Leave Replacement appointment:

NAME	POSITION	EFFECTIVE DATE
Christine Hatfield	Teacher/Special Ed. (RMS) 20-01-D2/aic	1/2/2019

- 5.06 Motion to ratify and approve Ann Kane and Linda Riess to provide home instruction for student H-186 for 5 hours per week collectively.

## **COMMUNICATION**

**Committee Report - None**

## **UNFINISHED BUSINESS**

- Eric Zwerling presented the Green Committee minutes on meeting held on November 29, 2018.
- Carol Hample and Robyn Mikaelian discussed Screenagers being presented in our district and to potentially be brought to a committee for further review.

## **NEW BUSINESS FROM BOARD**

- Laura Simon shared wonderful and kind words regarding both Wayne Doran and Melissa Szanto, board members who are departing their board positions in January 2019.

## **OPEN TO THE PUBLIC**

- None

## **EXECUTIVE SESSION - 8:05 p.m.**

**Motion: Mr. Doran Second: Mrs. Shinn Roll Call Vote: Carried 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 a student matter (HIB) and legal matters for approximately 30 minutes at which time the Board expects to return to Public Session where action will not 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.

Tom Wallace arrived at 8:18 p.m.

Mr. Bohm came out and noticed no public was present so executive session continued.

**RETURN TO PUBLIC SESSION - 8:55 p.m.**

**Motion: Mrs. Shinn      Second: Mr. Doran      Roll Call Vote: Carried 9 Yes**

**ADJOURNMENT**

**Motion to Adjourn at 8:56 p.m.**

**Motion: Mrs. Shinn      Second: Mrs. Hample      Roll Call Vote: Carried 9 Yes**

Respectfully submitted,

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

**Laura Simon  
President, Board of Education**