

READINGTON TOWNSHIP BOARD OF EDUCATION
Holland Brook School Board of Education Meeting Room
Regular Meeting 7:00 p.m.
June 11, 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 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: Jared Beatrice, Ray Egbert, Carol Hample, Robyn Mikaelian, Andrew Saunders, Thomas Wallace, Eric Zwerling, Anna Shinn, Laura Simon

Absent: None

Flag Salute

Superintendent's Report

- Dr. Hart congratulated HBS on being recognized as a USDOE Green Ribbon School, which is in addition to the New Jersey recognition
- Dr. Hart congratulated Christopher Serrao, 7th Grader, on being 1 of 8 Spelling Bee National Competition winners in a record 20 rounds
- Press release for \$2K Sustainable Jersey/PSE&G awarded to Whitehouse and Three Bridges School for sensory garden and tower gardens
- Presentation of a collection of student's hard work and accomplishments throughout the 2019-2020 school year. This shall be posted on the front of the webpage starting tomorrow.

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

- None

CORRESPONDENCE

- A.B. Email - Appreciation

ADMINISTRATIVE REPORTS

Motion to adopt 1.01 - 1.03

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

1.01 May 2018 Enrollment and Drill Reports

1.02 Motion to accept the HIB reports and affirm the Superintendent's decision on the following case:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
11	RMS	5/8/2019	No

1.03 Electronic Violence and Vandalism Report: September – December 2018 (Attachment 1.03)

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Mr. Egbert Second: Mr. Wallace Roll Call Vote: Carried 9 Yes

2.01 Motion to approve the Meeting Minutes May 21, 2019.

2.02 Motion to approve the Executive Session Minutes May 21, 2019.

FINANCE/FACILITIES

Committee Report - None

Motion to adopt 3.01- 3.16

Motion: Mr. Egbert Second: Mr. Wallace Roll Call Vote: Carried 9 Yes

3.01 Motion to approve the **Bill List** for the period from **May 23, 2019** through **June 12, 2019** for a total amount of **\$319,549.84**. (Attachment 3.01)

- 3.02 Motion to approve **District Travel Schedule as of June 11, 2019** for a total amount of **\$635.00**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll** for the month of **April 2019** for a total amount of **\$2,032,326.04**.
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers** for **April 1, 2019 through April 30, 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: April 30, 2019 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 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.

Jason M. Bohm, Board Secretary

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of April 30, 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 April 30, 2019.
(Attachment 3.05 & 3.05a)

- 3.06 Motion to acknowledge a report of awarded 2019-2020 contracts from The Business Administrator Pursuant to PL 2015, Chapter 47 the Readington Board of Education intends to renew, award, or permit to expire contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with the state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, N.J.A.C Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 20.
(Attachment 3.06)

3.07 Motion to authorize the Business Administrator, with the approval from the Finance Committee, to approve change orders for vestibule project after the June 11, 2019 board meeting to be subsequently ratified by the Board of Education at its meeting of July 23, 2019.

3.08 RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS FOR PROFESSIONAL SERVICES FOR 2019-2020

WHEREAS, the Readington Township Board of Education has a need to award the following professional services as non-fair and open contracts pursuant to the provisions of N.J.S.A. 18A:18A-5 and,

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS, the following professionals have submitted proposals indicating they will provide the services indicated as listed; and

WHEREAS, the following professionals have completed and submitted a Business Entity Disclosure Certification, required, which certifies that the following professionals and entities have not made any reportable contributions to a political or candidate committee in the Readington Township Board of Education in the previous one year, and that the contract will prohibit the following professionals from making any reportable contributions through the term of the contract, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Readington Township authorizes Jason M. Bohm, Business Administrator/Board Secretary, to enter into a contract with the following professionals and entities described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination Value be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that these appointments be duly advertised by the School Business Administrator in the Board's official newspaper.

READINGTON TOWNSHIP SCHOOL DISTRICT PROFESSIONAL
CONTRACTS 2019-2020

CONTRACT	FIRM	2019-2020
Attorney	Fogarty & Hara	\$175.00/hr Partner
		\$155.00/hr Associate
Auditor	Bedard, Kurowicki & Co	\$220.00/hr Principal
		\$115.00-140.00/hr Manager
		\$120.00/hr Senior
		\$80.00-100.00/hr Staff Accountant
		\$75.00/hr ParaProf/Admin
Architect	SSP Architectural Group	\$165.00/hr Principal
		\$145.00/hr Associate
		\$130.00/hr Project Mgr.
		\$130.00/hr Architect
		\$90.00/hr Project Coordinator
		\$75.00/hr Designer
		\$75.00/hr Drafter
		\$55.00/hr Adm Support
Bond Attorney	Wilentz, Goldman & Spitzer	\$500.00 Unsuccessful Referendum Election Documentation
		\$1,000.00 Successful Referendum Election Documentation
		Bond Issuance: \$5,000.00 Plus \$1.10 Per Thousand Maximum \$15,000.00
		Short Term Bond Anticipation Notes \$0.60 Per Thousand Principal Minimum \$2,500.00
		Lease Purchase Financing 5,000.00 plus \$1.10 per Thousand Principal

		Refunding Bond Issuance \$10,000.00 Plus \$1.10 Per Thousand Principal
		Hourly Rates: \$150.00 Attorneys \$70.00 Paralegals
Financial Advisory Services	Phoenix Advisors, LLC	Bonds: \$1.00 Per 1,000.00 Issued - Minimum \$10,000.00 Maximum \$17,500.00
		Notes: \$0.25 Per 1,000 Issued Minimum \$2,500.00
		ESIP: \$7,500.00-\$10,000.00
		5 Yr Lease Purchase \$2,500.00
		Hourly Rate \$150.00 Continuing Disclosure Services \$1,000.00
Policy Management	Strauss Esmay	\$4,585.00

3.09 RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS FOR SERVICES FOR 2019-2020.

WHEREAS, the Readington Township Board of Education has a need to award the following service renewal contracts, and

WHEREAS, the goods and services are of a proprietary nature,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Readington Township renews service contracts with the following Vendors:

SERVICES	VENDOR	AMOUNT
Accounting/Budget/Personnel/ Payroll Software & Support	Computer Solutions	\$17,244.00
Utility Tracking Software/ Energy Manager	School Dudes	\$3,415.00
HVAC Monitoring - RMS,TBS,WHS	Automatic Temperature Control	\$10,720.00
HVAC Monitoring - HBS	TBS Controls	\$6,005.00

Security Monitoring	Sonitrol	\$7,996.92
Substitute Calling & Absence Reporting	Frontline: Aesop	\$13,582.82
Maintenance Essential Pro.	School Dudes	\$3,658.10
Fac. Scheduling Direct	School Dudes	\$3,307.50
IEP Software Program	Frontline	\$13,387.23
RTI - Direct Software	Frontline	\$3,150.00
Web Hosting	Blackboard	\$12,425.00
Student Information System	Genesis Educational Services	\$36,662.00
Destiny Hosted Maintenance	Follett	\$7,085.26
Cisco Meraki Content Filtering (3 yr)	Aspire Technology	\$17,932.27
Reflex Math Gizmo/License	Explore Learning	\$12,402.50
Data Warehouse System	Linkit	\$25,000.00
Microsoft ESS Subscription	SHI International	\$13,780.00
Chromebook Filtering/ Classroom Mgmt	Go Guardian	\$9,000.00
Instructional Videos/ Tutorials District	BrainPop	\$9,720.00
Math software Based Stds License	IXL	\$10,731.00
Reading Program Software	Learning A-Z	\$6,452.00
Reading Level Tracking	Literably Running Records	\$6,800.00

- 3.10 Motion to approve the following attached list of educational/medical professional services providers with 2019-2020 rates as listed. (Attachment 3.10)
- 3.11 Motion to approve Divonna Stebick, Consultant, in the amount of \$5,000.00 for the district's Teacher Inquiry Project for the 2019-2020 school year, paid for through Title II.

- 3.12 Motion to approve the Non-Resident tuition rate of \$410.00 per student, per month (an increase of \$10/month), for the 2019-2020 school year.

- 3.13 Motion to approve a 403b and 457 third party services agreement with The OMNI Group for July 1, 2019 - June 30, 2020 for a fee of \$1,572.00.

- 3.14 Motion to approve the following resolution:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Readington Township Board of Education has determined that funding may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Readington Township Board of Education that hereby authorizes the district's School Business Administrator to make the following transfer consistent with all applicable laws and regulations subject to funds availability on June 30, 2019:

 - Capital Reserve not to exceed \$1,000,000
 - Maintenance Reserve not to exceed \$200,000
 - Emergency Reserve not to exceed \$100,000

- 3.15 Motion to approve the appointment of CBIZ Insurance Services as broker of record for the 2019-2020 school year for the district's property, liability and voluntary student accident insurances as an extraordinary unspecifiable service.

- 3.16 Motion to authorize the Business Administrator to procure reimbursement of actual transportation costs incurred in accordance with N.J.S.A. 18A:38-1.1 from the State of New Jersey for student no. 70639 for the 2019-2020 school year.

EDUCATION/TECHNOLOGY

Committee Report - Anna Shinn provided minutes for meeting held on June 10, 2019.

Motion to adopt 4.01- 4.04

**Motion: Mr. Wallace Second: Mrs. Shinn Roll Call Vote: Carried 9 Yes
(Mrs. Hample abstained 4.02)**

4.01 Motion to approve the Conscious Discipline Consultant Agreement for Amy Speidel, Master Instructor, for one-day training to be provided for district staff on the In-Service Day scheduled for October 14, 2019, at a rate of \$3,970.00. (Attachment 4.01)

4.02 Motion to apply for and accept 3 mini grants from the Readington Township Home School Association as follows:

TEACHER	SCHOOL	PURPOSE	AMOUNT
John Hylkema	HBS	Music Recruitment Kits	\$230.00
Barbara Pauley	HBS	Small Group Counseling Supplies	\$109.25
Kristi DiVito	HBS	Behavioral Skill Supplies	\$111.06

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

GROUP/RECIPIENT	FUNDRAISER	TIME PERIOD
MPS Society	MPS Awareness Day - Wear Jeans	May 2019

4.04 Motion to approve the Hunterdon County ESC to provide Child Study Team and Nursing services from July 1, 2019 through June 30, 2020. (Attachment 4.04)

PERSONNEL

Committee Report - Jared Beatrice provided minutes from meeting held on June 6, 2019

Motion to adopt 5.01 - 5.17

**Motion: Mrs. Shinn Second: Mr. Wallace Roll Call Vote: Carried 9 Yes
(Mr. Saunders abstained 5.09)**

5.01 **WHEREAS**, the Readington Township Board of Education (the “Board”) and the Readington Township Administrators’ Association (the “Association”) are parties to a Collective Negotiations Agreement governing the terms and conditions of employment for administrative and supervisory personnel for the period beginning July 1, 2017 and ending June 30, 2020 (the “CNA”); and

WHEREAS, the Parties are desirous of amending Appendix A to reflect the salaries of: (1) Sherry Krial, Supervisor of Curriculum and Instruction, and (2) Anthony Tumolo, Supervisor of Curriculum and Instruction (Social/Emotional Learning and Special Projects).

NOW, THEREFORE, based on the foregoing premises, the Parties agree to amend the attached Appendix A.
(Attachment 5.01)

5.02 Motion to authorize the Superintendent to hire new staff after the June 11, 2019 board meeting, with the approval of the Personnel Committee, and to be subsequently ratified by the Board of Education at its meeting on July 23, 2019.

5.03 Motion to amend the following job descriptions:

- Supervisor of Humanities
- Supervisor of Math, Science & Technology
- Supervisor of Curriculum & Instruction (SEL and Special Projects)

(Attachment 5.03)

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

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Anthony Tumolo	Supervisor of Curriculum & Instruction (SEL & Special Projects) 10-05-D1/bat	\$95,000	7/01/2019 - 6/30/2020
Rachel Tomson	Teacher/Grade 1 (TBS) 20-03-D2/acm	\$65,590 MA Step 9/10	9/1/2019 - 6/30/2020
Jason Allen	Teacher/Music (RMS) 20-01-D2/agx	\$55,370 BA Step 1	9/1/2019 - 6/30/2020

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

NAME	POSITION	SALARY/STEP	EFFECTIVE DATES
Krista Gras	Teacher/1st Grade Leave Replacement Teacher (TBS) 20-03-D2/aru Non-Tenure track	\$55,370 BA Step 1	09/01/2019 - 06/30/2020

5.06 Motion to approve Allison Canonico to provide home instruction services for student H-181 for 10 hours per week for July and August 2019 at a rate of \$30.00 per hour.

5.07 Motion to accept the Superintendent's recommendation and approve the attached list of teachers for curriculum development effective July 1 - August 31, 2019 at their contractual rate.
(Attachment 5.07)

5.08 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:

NAME	POSITION
Erica Greenwald	Substitute Teacher/Aide

5.09 Motion to approve the Superintendent's recommendation and re-appoint Substitutes for the 2019-2020 school year.
(Attachment 5.09)

5.10 Motion to approve Substitute Rates for the 2019-2020 school year, including a one-time \$100 stipend after the 50 cumulative full days are worked during the school year:

SUBSTITUTE POSITION	RATE PER DAY
Teachers	\$95.00
School Nurses	\$150.00

Teacher Aides	\$83.00
Clerical Aides	\$83.00

5.11 Motion to accept the Superintendent's recommendation and approve stipend payments for the attached list of teachers participating in the 2019 Summer Teacher Academy Program.
(Attachment 5.11)

5.12 Motion to approve the following Substitute Teachers for the district's Extended School Year Program from July 1 - August 1, 2019 to be paid at a rate of \$47.50 for a half day or \$95.00 for a full day:

Lauryn Ingram	Kevin Meyer	Charlyn Lynch
Ann Roarty	Meagan-Ashley Menza	Melissa Spatz
Michele Adamitis	Christine Lewis	Erica Applegate
Denise Pascale	Kenneth Cubillas	Shaina Mirsky
Jenna Nagel		

5.13 Motion to approve the following Substitute Instructional Aides for the district's Extended School year Program July 1 - August 1, 2019 to be paid at the rate of \$41.50 for half day or \$83.00 for a full day:

Christie Kilpatrick	Cheryl Edmonds	Maria Durka
Michelle Adamitis	Mary Lou Gilliken	Denise Pascale

5.14 Motion to accept the Superintendent's recommendation and approve the new position of Supervisor of Curriculum & Instruction (SEL & Special Projects) (10-05-D1/bat) for the 2019-2020 school year.

5.15 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Donald Schuyler	Bus Driver (Transportation) 80-06-D6/aus	06/30/2019

- 5.16 Motion to ratify Denise Hawkins as a substitute bus aide for the 2018-2019 school year at an hourly rate of \$10.19.
- 5.17 Motion to authorize the Affirmative Action team to conduct a Needs Assessment and develop a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJQSAC.
(Attachment 5.17)

COMMUNICATION

Committee Report - None

Motion to adopt 6.01

Motion: Mr. Wallace Second: Mrs. Hample Roll Call Vote: Carried 9 Yes

- 6.01 Motion to approve the following attached policies and regulations for second reading:
(Attachment 6.01)
- Policy 2415.06 - Unsafe School Choice Option
 - Policy 2460.8 - Special Education - Free and Appropriate Public Education
 - Policy 5530 - Substance Abuse
 - Policy 5600 - Student Discipline/Code of Conduct
 - Regulation 5600 - Student Discipline/Code of Conduct
 - Policy 5611 - Removal of Students for Firearms Offenses
 - Regulation 5611 - Removal of Students for Firearms Offenses
 - Policy 5612 - Assaults on District Board of Education Members or Employees
 - Regulation 5612 - Assaults on District Board of Education Members or Employees
 - Policy 5613 - Removal of Students for Assaults with Weapons Offenses
 - Regulation 5613 - Removal of Students for Assaults with Weapons Offenses
 - Policy 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bully, Alcohol, and Other Drug Offenses
 - Regulation 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bully, Alcohol, and Other Drug Offenses

UNFINISHED BUSINESS

- Mr. Zwerling commented on the budget presentation at Town Hall. There were questions on landscaping in front of the solar array, and desire to enhance. Eric wanted to make sure the board was aware of the issue, which was directly raised by the mayor. Mrs. Simon recommended adding to a future Finance Committee agenda to address.

NEW BUSINESS FROM BOARD

- Dr. Hart announced July 23, 2019 is the next board meeting, and the board meeting on June 25, 2019 is cancelled.
- Mr. Wallace provided information on the Security Conference in Trenton held by NJSBA. The major topics discussed were physical barriers such as vestibules, SEL programs, and threat assessment teams involving mental health. We should consider looking into this to enhance this area. Mr. Wallace provided handouts.
- Mrs. Hample congratulated Readington Middle School Band at Hershey Park (first time for 7th graders) for 8 awards, Reading Rhapsody, Wind Jazz Assemble, Wind Assemble (Best overall), Orchestra (best overall), and Tyler Frankforth (overall jazz soloist).

OPEN TO THE PUBLIC

- Christopher Serrao, 7th grade student, spoke about how the last twelve days had been surreal and he cannot believe the recognition of 8 champions which also included prize money. He provided thanks including to Mrs. Moffat, Dr. DeRosa, and Mr. Nigro for the help along the way, along with his sister, teachers, friends, and the community. He said he was touched by all the love and support and that there were 11 million who started the journey. He mentioned how he was very thankful for the district to support this opportunity, and assistance from regionalize sponsorships. Persistency, focus and hard work were the key to his success.
- Marsha Sepsi, teacher, provided kind words on Christopher Serrao's accomplishments

EXECUTIVE SESSION - 7:30 pm.

Motion: Mrs. Shinn Second: Mr. Wallace Roll Call Vote: Carried 9 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 HIB, personnel matter regarding employee #6535, a grievance matter regarding employees #5733 and #4168, and the Superintendent's evaluation for approximately 1.5 hours at which time the Board

expects to return to Public Session where action may be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

RETURN TO PUBLIC SESSION 10:25 p.m.

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

Motion to adopt 5.18

Motion: Mrs. Shinn Second: Mr. Wallace Roll Call Vote: Carried 8 Yes; 1 No

5.18 Motion to approve the following resolution:

WHEREAS, the Superintendent has recommended that the Readington Township Board of Education (hereinafter referred to as the "Board") withhold the employment and adjustment increments of an employee whose name is on file in the Superintendent's office for the 2019-2020 school year based on policy and regulatory violations, which the employee was informed of during the 2018-2019 school year; and

WHEREAS, on June 11, 2019, the Board provided the employee with an informal appearance before the Board; and

WHEREAS, the employee was represented at the informal appearance by a representative who presented arguments and evidence on behalf of the employee; and

WHEREAS, the Board has considered the Superintendent's recommendation together with the entire record including the Evaluative Memoranda, dated May 7, 2019 and the Evaluative Memoranda and a Professional Improvement Plan dated June 30, 2018; and

WHEREAS, the Board has determined that the Superintendent's recommendation to the Board that the employee's employment and adjustment increments be withheld for the 2019-2020 school year is amply supported by the reasons provided to the employee.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts and affirms the Superintendent's recommendation to withhold the employee's employment and adjustment increments for the 2019-2020 school year; and

BE IT FURTHER RESOLVED that the Board hereby requests that the Business Administrator/Board Secretary provide the employee with written notice that her employment and adjustment increments for the 2019-2020 school year are being withheld, together with the reasons therefore, within ten (10) days of the date of this Resolution.

ADJOURNMENT

Motion to Adjourn at 10:27 p.m.

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

Respectfully submitted,

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

**Laura Simon
Board President**