

READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual Meeting

Regular Meeting 7:00 p.m.

September 15, 2020

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.*

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: Ray Egbert, Carol Hample, Robyn Mikaelian, Carolyn Podgorski, Andrew Saunders, Laura Simon

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

Absent: Thomas Wallace, Eric Zwerling, Anna Shinn

Flag Salute

Superintendent's Report

- Dr. Hart honored the extraordinary efforts of bus drivers throughout the pandemic by delivering meals to students in need, and food to local parties.
- Dr. Hart provided an update on the reopening of schools in the district. Dr. Hart reviewed Executive Order 175 by the Governor of New Jersey to allow schools to open virtually if they cannot meet certain standards. Dr. Hart reviewed safety measures undertaken throughout the district, and staffing levels needed to reopen safely. He highlighted alternative solutions to help students come back to in-person instruction. The district has self-contained special needs students as well as Kindergarten and Grade 1 students attending schools now. He plans to bring back Grades 2 and 3, and higher grades are anticipated in the coming weeks on a gradual basis. Dr. Hart also reviewed the Department of Health's COVID-19 monitoring system which will dictate school's needing to close in certain circumstances.
- Executive Order 177 - The Governor of New Jersey has mandated that all school districts be closed on election day. The board of elections shall be able to utilize school buildings for a polling location for election on that date. That day will be a virtual student learning day with no staff or students.

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

- Many parents and teachers asked question about reopening of the school district, the hybrid schedule, among other concerns. Dr. Hart and Laura Simon addressed each comment individually.

CORRESPONDENCE

- Email K.W. - Return to School
- Email K.W (2nd) - Return to School
- Email B.M. - Virtual Schooling
- Email D.L. - Readington Virtual Schooling
- Email D.P. - Virtual Schooling
- Email E.L. - Hunterdon County Schools
- Email T.W. - Kindergarten
- Email E.B. - School Schedule

Anna Shinn and Tom Wallace joined meeting at 7:50 a.m.

ADMINISTRATIVE REPORTS

Motion to adopt 1.01

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

1.01 Motion to update and approve the reopening of school's plan.

MINUTES

Motion to adopt 2.01 - 2.02

Motion: Ms. Shinn Second: Mr. Egbert Roll Call Vote: Carried 7 Yes
(Mrs. Hample abstained)

2.01 Motion to approve the Meeting Minutes August 18, 2020.

2.02 Motion to approve the Executive Session Meeting Minutes August 18, 2020.

FINANCE/FACILITIES

Committee Report: Ray Egbert provided minutes of the meeting held on September 8, 2020.

Motion to adopt 3.01- 3.09

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

- 3.01 Motion to approve the **Bill List** for the period from **August 20, 2020** through **September 16, 2020** for a total amount of **\$678,383.92**.
(Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule as of September 15, 2020** for a total amount of **\$420.00**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll** for the month of **July 2020** for a total amount of **\$388,653.67**.
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers** for **July 1, 2020 through July 31, 2020**.
(Attachment 3.04 - 3.04a)
- 3.05 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: July 31, 2020 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of July 31, 2020 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 July 31, 2020 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 July 31, 2020.
(Attachment 3.05 & 3.05a)

- 3.06 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") may use the capital reserve account to implement a capital project in the Readington

Township School District's ("District") Long Range Facility Plan ("LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay major account/fund to fund the total costs, less any excess costs, of a school facilities project; and

WHEREAS, the Board believes an emergency project is required in order to alleviate a condition that impacts health and safety of students and staff pursuant to N.J.A.C. 6A:26; and

WHEREAS, the Board believes potable and sanitary water in all of Readington Middle School is critical due to COVID-19 so that students and staff can wash hands, access fully functional bathrooms, reduce sharing and usage of common surfaces, promote social distancing, and for other safety and health reasons; and therefore formally declares an emergency for remediation of E.Coli and Chloroform in the well at Readington Middle School; and

WHEREAS, the New Jersey Department of Environmental Protection has instituted a strict deadline for completion of remediation of the well impacted by E.Coli and Chloroform not to exceed 120 days; and

WHEREAS, the Board passed a resolution at its July 28, 2020 agenda authorizing the Business Administrator to submit the following other capital project not eligible for state funding and as an amendment to the district's LRFP: E. Coli and Chloroform remediation and filtration at Readington Middle School; and

WHEREAS, the Board further authorized at its July 28, 2020 meeting the Business Administrator to withdraw up to \$400,000 in capital reserve funds from a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 for an emergency contract due to E.Coli/Chloroform contamination in RMS Well No. 2; and

WHEREAS, the Business Administrator received approval from the Hunterdon County Office of the State of New Jersey to proceed with an emergency contract in conformity with N.J.S.A. 18A:18-7; and

NOW, THEREFORE, BE IT RESOLVED that:

1 The Board hereby authorizes the Business Administrator to obtain at minimum two (2) quotes for installation of a 4-log ultraviolet (UV) filtration system in conformity with the emergency contract process per 18A:18-7 as deemed an acceptable solution per the New Jersey Department of Environmental Protection (NJDEP); and

2. The Board hereby adjusts and amends the transfer and withdrawal from capital reserve previously approved in the amount up to \$400,000 to a lower maximum of \$208,000 to the capital outlay/major account/fund to fund the total costs, less any

excess costs, based on estimates received from SSP Architects, the architect of record for the district; and

3 The Board hereby authorizes the Business Administrator to enter into a contract with the lowest responsive quote obtained per the attached scope of work not to exceed \$208,000, with approval by the Finance Committee and ratification at the next available board meeting; and

4 The Board hereby authorizes the Business Administrator/Board Secretary to include in the 2020-2021 budget to effectuate the terms of this resolution and to take action as necessary to complete this capital project given emergency nature. This Resolution shall take effect immediately.

3.07 Motion to approve the following resolution:

WHEREAS, it was necessary to incur costs for professional architectural services during the current year in preparation for remediation services of an emergency contract pursuant to N.J.A.C. 6A:26, 6A:26-3.16, 6A23A-14.1, 18A:18A-8, etc.; and

WHEREAS, the Board approved SSP Architects in a professional services capacity at its board meeting on June 9, 2020; and

NOW THEREFORE BE IT RESOLVED, the Board authorizes a professional services contract with SSP Architects for the remediation of E. Coli and Chloroform and installation of a new 4-log UV filtration system at Readington Middle School in the amount of \$24,000, plus \$1,000 for ancillary fees as incurred; and

The Board approves the withdrawal of the above amounts from capital reserve effective immediately.

3.08 Motion to approve the attached 2020-2021 bus routes.
(Attachment 3.08)

3.09 Motion to approve the Shared Service Security Agreement with the Township of Readington to provide security services for the 2020-2021 school year at a cost of \$28.00/hr. Plus 7.5% not to exceed \$49,000.00.
(Attachment 3.09)

EDUCATION/TECHNOLOGY

Committee Report - Carol Hample provided minutes of the meeting held on September 9, 2020.

Motion to adopt 4.01- 4.03

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

4.01 Motion to adopt the following curriculum for the 2020-2021 school year:

<u>CURRICULUM</u>
English Language Arts Grade Kindergarten Grade 1
Math Honors 3 Grade 5
Physical Education & Health Grades K-2 and 3-5 Physical Education Grades 6-8 Physical Education Grades K-5 Health Grades 6-8 Health
School Counseling School Counseling Curriculum Grades K-8
Science Grades K-5 Grades 6-8
Social Studies Grade 1 Grade 2 Grade 5 Grade 8
World Language Chinese Grade 6 Chinese Grade 7 French Grade 6 French Grade 7 French Grade 8
Dance Grades 6-8
Theater Grades 6-8

(Attachment 4.01)

4.02 Motion to approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2019-2020 school year for Holland Brook, Readington Middle, Three Bridges, and Whitehouse Schools.

4.03 Motion to approve the following books for the 2020-2021 school year:

BOOK TITLE	GRADE
<i>Baron von Stueben</i>	Grade 8
<i>Rainbow revolutionaries: Fifty LGBTQ+ People who Made History</i>	Grade 7 & 8
<i>Love is the Cure: Life, Loss, and the End of Aids</i>	Grade 8
<i>Stephen Hawking: A Life from Beginning to End</i>	Grade 7
<i>A Beautiful Mind</i>	Grade 8
<i>Alan Turing: Decoded</i>	Grade 8

PERSONNEL

Committee Report - Anna Shinn provided minutes of the meeting held on September 8, 2020.

Motion to adopt 5.01 - 5.15

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

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

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Jillian Neitheimer	Teacher/Special Ed (RMS) 20-01-D2/ais	\$62,485 MA Step 3 (prorated)	On or about 10/22/2020 - 06/30/2021

Michelle Parkhurst	LTS Teacher/Grade 1 (TBS) 20-03-D2/ayk	Substitute rate for the first 20 consecutive days, \$56,235 BA, Step 1-2(1) per diem rate thereafter prorated)	09/01/2020 - On or about 11/25/2020
Julie Samuels	LTS Teacher/Grade 3 (TBS) 20-03-D2/aru	\$61,835 MA Step 1-2 (1)	09/01/2020 - 06/30/2021

5.02 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	POSITION
Linda Breckinridge	Substitute Teacher/Aide
Sarah Eggleston	Substitute Teacher/Aide
Robert Corio	Substitute Teacher/Aide
Bryanna Hutzler	Substitute Teacher/Aide
David Peters	Substitute Teacher/Aide
Todd Keller	Substitute Teacher/Aide
Andreia Perez	Substitute Teacher/Aide
Marcela Vasquez	Substitute Teacher/Aide
Patrick McGurran	Substitute Teacher/Aide
Amie Grillo	Substitute Teacher/Aide
Tracie Flyr-Casey	Substitute Teacher/Aide
Kaitlynn Kurtzo	Substitute Teacher/Aide
Katie Spencer	Substitute Teacher/Aide
Tyler Waddington	Substitute Teacher/Aide
Joseph Bruno IV	Substitute Teacher/Aide

5.03 Motion to accept the Superintendent's recommendation and ratify the following position control change and designated transfer for the 2020-2021 school year:

NAME	CHANGE	POSITION NUMBER	TITLE/ LOCATION	EFFECTIVE DATE
Jennifer Heller	Transfer From: To:	20-02-D2/aiw 20-01-D2azv	Teacher/ Special Ed HBS Teacher/Behavioral RMS	9/1/2020
Michelle Adamitis	Transfer From: To:	30-02-D3/avq 30-02-D3/avq	Aide/Behavioral HBS Aide/Behavioral RMS	9/1/2020
Roseann Oldenburg	Transfer From: To:	30-03-D3/bba 30-03-D3/bba	Aide/Special Ed HBS Aide/Special Ed TBS	9/1/2020
Jack Kimple	Transfer From: To:	30-02-D3/bal 30-02-D3/bal	Aide/Special Ed HBS Aide/Special Ed RMS	9/1/2020

5.04 Motion to approve the following salary increases in recognition of the following employees' attainment of additional credits for lateral movement per RTEA Guide effective September 1, 2020:

EMPLOYEE NAME	SCHOOL	FROM STEP	SALARY	TO STEP	REVISED SALARY	INCREASED
Tricia Noonan	HBS	BA Step 18	\$75,995	BA+15 Step 18	\$77,595	\$1,600
Mary Padavano	HBS	MA Step 17	\$79,200	MA+30 Step 17	\$81,600	\$2,400
Meagan Menza	RMS	BA Step 6	\$58,430	BA+15 Step 6	\$59,995	\$1,565
Stacey Skene	RMS	MA Step 13	\$70,820	MA+30 Step 13	\$73,220	\$2,400

- 5.05 Motion to accept the Superintendent's recommendation and ratify the following teachers to participate in the August 2020 Teacher Academy and August 2020 Professional Development Days:

NAME	SESSION	STIPEND
Davies, Robyn	Hybrid Instruction - Math Gr. K-8	\$20.00
Fernandez, Jose	Navigating the New Epson Interactive Projector	\$20.00
Lovering, Allison	Navigating the New Epson Interactive Projector	\$20.00
Razza, Janice	Hybrid Instruction - Math Gr. K-8	\$20.00
Razza, Janice	Hybrid Instruction - ELA Gr. K-8	\$30.00

- 5.06 Motion to approve Mindy Bennington and Chris Kober as RMS Athletic Coordinators for the 2020-2021 school year at a stipend per RTEA contract.
- 5.07 Motion to approve Stephanie Sperone and Jennelle Dahler as RMS Student Council Club Coordinators for the 2020-2021 school year at a stipend per the RTEA contract.
- 5.08 Motion to approve Shaina Mirsky as RMS Student Yearbook Coordinator for the 2020-2021 school year at a stipend per RTEA contract.
- 5.09 Motion to approve Colleen DiGregorio and Linda Riess as HBS Student Yearbook Coordinators for the 2020-2021 school year at a stipend per RTEA contract.
- 5.10 Motion to approve Jodi Rehrig and Linda Riess as HBS Student Council Coordinators for the 2020-2021 school year at a stipend per RTEA contract.
- 5.11 Motion to approve the following mentors for the 2020-2021 school year as follows:

NEW STAFF MEMBER	SCHOOL/POSITION	MENTOR
Michelle Parkhurst	TBS/Grade 1 - LTS	Kathy O'Connor

Julie Samuels	TBS/Grade 3 - LTS	Amy Kokoszka
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5.12 Motion to approve the following paraprofessional to substitute in our schools for the 2020-2021 school year:

Catherine Sadlon

5.13 Motion to accept the Superintendent's recommendation and approve the resignation of the following Team Leaders at Holland Brook School for the 2020-2021 school year:

NAME/TEAM LEADER	GRADE
Jennifer Higdon	4th Grade
Tricia Noonan	4th Grade
Colleen DiGregorio	5th Grade

5.14 Motion to approve the Superintendent's Merit Goals for the 2020-2021 school year pursuant to N.J.A.C. 6A:23A-31 as follows and submit to the County Superintendent:

Qualitative Goal 1: Teacher Inquiry Professional Development

Quantitative Goal 1: Parent Perception of Remote Learning

Quantitative Goal 2: Student Attendance in Hybrid Learning

5.15 Motion to adopt the following revised job descriptions:

- Facilities Manager
- Business Administrator/Board Secretary
- Purchasing Clerk

COMMUNICATION

Committee Report - None

Motion to adopt 6.01

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

6.01 Motion to approve the following Policies for second reading:

Policy 1648 - Restart and Recovery Plan
Policy 1648.02 - Remote Learning Options for Families
Policy 1649 - Federal Families First Coronavirus (COVID-19) Response Act
Policy 2622 - Student Assessment
Policy 7243 - Supervision of Construction
Policy 8561 - Procurement Procedures for School Nutrition Programs/Appendix (Attachment 6.01)

UNFINISHED BUSINESS

- Laura Simon asked for interested board members to register for NJSBA's Annual Workshop held at the end of October 2020.

NEW BUSINESS FROM BOARD

- Carol Hample thanked all the people volunteering to substitute to get the kids back in the building!

OPEN TO THE PUBLIC

- Questions from the public surrounded technology, virtual platform of instruction due to COVID-19, hybrid schedule, state testing, resource room, amongst other reopening topics. Individual answers were provided by Dr. Hart and Laura Simon
- Kevin Meyer thanked everyone for their flexibility and resilience. as we adapt to things outside of our control. He said staff are doing everything they can to educate the students, as well as their own children in some cases. He commented on how much he appreciates the patience, and said we working as best we can.
- Laura Simon thanked everyone, and stated if anyone has future questions to reach out to school principals or Dr. Hart.

Eric Zwerling arrived at 8:20 p.m.

EXECUTIVE SESSION - 8:19 p.m.

Motion: Mr. Egbert 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 legal matter for approximately 30 minutes at which time the Board expects to return to Public Session where no action will 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.

Carolyn Podgorski left the meeting.

RETURN TO PUBLIC SESSION - 8:33 p.m.

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

ADJOURNMENT

Motion to Adjourn at 8:34 p.m.

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

Respectfully submitted,

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

**Laura Simon
President, Board of Education**