

READINGTON TOWNSHIP BOARD OF EDUCATION

Virtual/In-Person Available at Holland Brook School
Board of Education Meeting Room
Regular Meeting 7:00 p.m.
March 15, 2022

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.

I. CALL TO ORDER BY BOARD PRESIDENT – OPEN PUBLIC MEETINGS ACT

Mrs. Hample call 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: Mrs. Bettermann, Mrs. Fiore, Mr. Peach, Mrs. Podgorski, Mrs. Wolf, Mr. Zwerling, Dr. Cerciello, Mrs. Hample

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

Absent: Mr. Wallace

II. FLAG SALUTE

III. SUPERINTENDENT'S REPORT

- Dr. Hart recognized 6th Grade Readington Middle School band students, top ensemble, Benjamin Annese, Lucy Bettermann, Leonardo Borella, Jake Christianson, Rhys Fort, Jack Weissenburger and teacher, John Hylkema, for their recent performances.
- Dr. Hart and Mr. Bohm presented the tentative 2022-2023 budget to be sent to the County Office for evaluation. The final vote on the budget shall occur on April 26, 2022.

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

- Betty Ann Fort, community member, asked if the 2022-2023 budget can be presented to the Township and mentioned to reach out to Rich Sheola. Dr. Hart indicated the Finance Committee has reviewed this topic and the district shall reach out to the Township to coordinate a presentation.

V. CORRESPONDENCE

- Email M.C. - Masks
- Email J.R. - Parent Letter

VI. BOARD ACTION

A. APPROVAL OF ADMINISTRATIVE REPORTS

Motion to adopt 1.01 - 1.02

Motion: Mrs. Fiore

2nd: Dr. Cerciello

Roll Call Vote: Carried 8 Yes

1.01 Motion to approve Enrollment and Drill Reports February 2022.

1.02 Motion to accept the HIB report and affirm the Superintendent's decision:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
1	WHS	2/8/2022	No
2	WHS	2/8/2022	No

B. APPROVAL OF MINUTES

2. Motion to adopt 2.01 - 2.02
Motion: Mrs. Fiore **2nd: Mrs. Podgorski** **Roll Call Vote: Carried 8 Yes**
- 2.01 Motion to approve the Meeting Minutes February 22, 2022.
- 2.02 Motion to approve the Executive Session Meeting Minutes February 22, 2022.

C. FINANCE/FACILITIES

Committee Report - Dr. Cerciello provided minutes of the meeting held on March 1, 2022.

Mr. Wallace arrived at 7:45 p.m.

3. Motion to adopt 3.01 - 3.15
Motion: Mrs. Fiore **2nd: Dr. Cerciello** **Roll Call Vote: Carried 9 Yes**
(Mr. Peach voted No to 3.07)
- 3.01 Motion to approve the **Bill List** for the period from **February 24, 2022 through March 16, 2022** for a total amount of **\$1,798,960.42**.
(Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule March 15, 2022** for a total amount of **\$3,938.08**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll and Agency** for the month of **February 2022** for a total amount of **\$2,619,211.29**.
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers for February 1, 2022 through February 28, 2022**.
(Attachment 3.04-3.04a)
- 3.05 Motion to ratify and approve the **Student Activities Account for February 1, 2022 through February 28, 2022**.
(Attachment 3.05)
- 3.06 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: February 28, 2022 Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 28, 2022 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 February 28, 2022 and 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, 2022.
(Attachment 3.06-3.06a)

3.07 **Tentative Budget Adoption 2022-2023**

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 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 28, 2022 as follows:

General Fund Current Expense	\$34,633,631
General Fund Capital Outlay	\$ 1,652,911
Special Revenue Fund	\$ 349,000
Debt Service Fund	\$ 2,052,238
Total Tentative Budget	\$38,687,780

(Attachment 3.07-3.07a)

3.08 **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	\$31,433,950
Debt Service Fund	\$ 2,045,140
Total Local Taxes Required	\$33,479,090

(Attachment 3.08)

3.09 **Advertise Tentative Budget for Public Hearing**

BE IT RESOLVED that the Board of Education authorize the advertisement of the tentative budget in the Hunterdon Democrat in accordance with the form at 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 26, 2022 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2022-2023 school year.

3.10 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A.18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, 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, Holland Brook School Partial Roof Replacement Project, Holland Brook School Curriculum Office Renovation Project, and Three Bridges Cupola Project ("Projects") are a school facilities projects included in the District's LRFP; and

WHEREAS, the Board intends to transfer \$1,450,000 from its capital reserve account to its capital outlay/major account to fund the total costs of the Projects;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education hereby authorizes the use of capital reserve to fund these Projects.
2. The Board hereby approves the total transfer of \$1,450,000.00 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Projects.

3.11 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") has established a maintenance reserve account pursuant to N.J.S.A. 18A:23A-14 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, the Board may use the maintenance reserve account to implement required maintenance activities for a school facility in the Readington Township School District as required pursuant to N.J.S.A. 18A:23A-14(d); and

WHEREAS, pursuant to N.J.A.C. 6A:23A-14(d), the Board may, by resolution, transfer funds from the maintenance reserve account to the line items in the maintenance appropriations to fund the total costs of required maintenance activities and/or projects; and

WHEREAS, the Board has a desire to complete maintenance activities and/or projects; and

WHEREAS, the Board intends to transfer \$250,000.00 from its maintenance reserve account to its maintenance appropriations account to fund the total costs of the maintenance activities and/or projects;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education hereby authorizes the use of maintenance reserve to fund these activities and/or projects.
2. The Board hereby approves the total transfer of \$250,000.00. From the maintenance reserve account to the maintenance appropriations to fund the total costs of these activities and/or projects.

3.12 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 \$200 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, 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:

2021-2022 Maximum Travel Budget	\$50,000.00
2021-2022 Expenditures through 3/11/22	\$ 9,498.99
2022-2023 Maximum Travel Budget	\$50,000.00

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 2021-2022 school year and the 2022-2023 school year:

2021-2022 Maximum Travel Budget	\$100,000.00
2021-2022 Expenditures through 3/11/22	\$ 12,684.00
2022-2023 Maximum Travel Budget	\$100,000.00

3.13 Motion to approve YMCA School Age Child Care Program for the 2022-2023 and 2023-2024 school years. (Attachment 3.13)

3.14 Motion to authorize the district to participate in the Special Education Medicaid Initiative (SEMI) for the 2022-2023 school year.

3.15 Motion to approve honorarium payments to the following presenters for staff development training on the Readington Township School District In-Service Day on March 21, 2022:

PRESENTERS	SESSION	HONORARIUM
The Hunterdon County YMCA	Dance/Fitness	\$50
The Hunterdon County YMCA	Yoga/Pilates	\$50
Hunterdon Healthcare	Mindfulness Meditation for Relaxation	\$50

D. EDUCATION/TECHNOLOGY

Committee Report - Mrs. Fiore provided minutes of the meeting held on March 3, 2022.

Motion to adopt 4.01 - 4.06

Motion: Mrs. Fiore

2nd: Mrs. Podgorski

Roll Call Vote: Carried 9 Yes

4.01 Motion to ratify and approve home instruction for student: H202109 from February 25, 2022 through March 18, 2022. Services provided through LearnWell for 5 hours per week at a rate of \$48.00 per hour.

4.02 Motion to ratify and approve home instruction for Student: H-202110 to receive home instruction virtually from February 7, 2022 through February 10, 2022 for 5 hours.

4.03 Motion to accept the Superintendent's recommendation and approve the following student placements in the Readington Township School District as follows:

STUDENT NAME	UNIVERSITY/PLACEMENT PLACEMENT REQUEST	SCHOOL/ COOPERATING TEACHER	EFFECTIVE DATES
Lindsay Apple	Messiah University 20 hours Speech/Language Lessons Observation Hours	Holland Brook School Beth Luque	May 2022
Matthew Wagner	Raritan Valley Community College 20 hours Classroom Observation	Readington Middle School Betsy Freeman	March - April 2022
Phoebe Stedman	Marist College Grade 6 Classroom Observation	Readington Middle School Vincent Biancamano Colleen Caballero Beth McGivney Shaina Mirsky Lisa Moor	March 16 - 18, 2022

4.04 Motion to approve the following books for the 2021-2022 school year:

BOOK TITLE	GRADE
Night on Fire	Grade 8
Revolution	Grade 8
One Crazy Summer	Grade 8

- 4.05 Motion to approve Divonna Stebick to run workshops titled *Teacher Inquiry and Data as Tools to Examine Learning Gaps* for six days in the 2022-2023, payment not to exceed \$18,000 total. This consultant will be paid using the ESSER/ARP grant.
- 4.06 Motion to approve a Girl Scout Silver Award Project submitted by Katelyn Paul and Briana Goodyear, former Whitehouse School students, to rejuvenate the WHS Sensory Garden from April 2022 through July 2022.

E. PERSONNEL

Committee Report - Mrs. Podgorski provided minutes of the meeting held on March 2, 2022.

5. Motion to adopt 5.01 – 5.07
Motion: Mrs. Fiore 2nd: Mrs. Podgorski Roll Call Vote: Carried 9 Yes

5.01 Motion to ratify and accept the Superintendent’s recommendation and approve the following appointment:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Melinda Roethke	Payroll/Benefits Specialist (BOE) 12-05-D4/ani	\$68,000 Unaligned (prorated)	03/28/2022 - 06/30/2022

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

NAME	POSITION	EFFECTIVE DATE
Teresa Miller	Teacher/Grade 1 (WHS) 20-04-D2/adk	July 1, 2022
Lori Dribbon	Teacher/Music (HBS) 20-02-D2/ahc	June 30, 2022
Cheryl O’Brien	Teacher/LA (RMS) 20-01-D2/afa	June 30, 2022
Sharon Moffat	Principal (RMS) 10-01-D1/aaj	June 30, 2022

5.03 Motion to approve the following resignation:

NAME	POSITION	EFFECTIVE DATE
Natasha Rankin	Clerical Aide (TBS) 40-03-D4/arb	March 4, 2022

5.04 Motion to approve the 2022-2023 holiday schedules for custodians/maintenance, secretaries, administrators, and technology staff.
(Attachment 5.04)

5.05 Motion to ratify and approve Marybeth Schwarz to provide home instruction virtually for Student: H-202110 for 5 hours from February 7, 2022 through February 10, 2022 at a rate of \$30.00 per hour.

5.06 Motion to accept the Superintendent’s recommendation and approve stipends for the following staff members facilitating sessions for the Readington Township School District March 21, 2022 In-Service Day.

NAME	SESSION	STIPEND
Michelle Hoff	Daily Tips to a Healthier You	\$60
Stephanie Sperone	Daily Tips to a Healthier You	\$60
Heather Gibbons	Dyslexia Training	\$120
Anavi Sharma	Dyslexia Training	\$120
Ann Roarty	Dyslexia Training	\$120
Sheri Simonetti	Dyslexia Training	\$120
Nicole Maraventano	Fluency Gr. 2-5	\$90
Nicole Maraventano	Fluency Gr. 6-8	\$90
Adam Connelly	LGBTQ+ Training	\$60
Mary Coyle	Paint with Acrylics	\$60
Kristen Halozan	Paint with Acrylics	\$60
Dana Pierro	Paint with Watercolors	\$60
Jim Casertano	Pickleball	\$60
Paul Yunos	Pickleball	\$60

5.07 Motion to increase the hours for Jennifer Percario, Instructional Aide at Holland Brook School, from 4 hrs./day to 5 hrs./day effective March 16, 2022 - June 30, 2022.

F. COMMUNICATION

Committee Report - Mrs. Bettermann provided minutes of the meeting held on March 1, 2022.

6. Motion to adopt 6.01 - 6.02

Motion: Mrs. Fiore 2nd: Mrs. Podgorski Roll Call Vote: Carried 9 Yes

6.01 Motion to accept the Superintendent’s recommendation and approve the Revised District Calendar for the 2021-2022 school year.
(Attachment 6.01)

6.02 Motion to accept the superintendent’s recommendation and approve the following policies for first reading:
(Attachment 6.02)

- Policy 2415.05 - Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment
- Policy 2622 - Student Assessment
- Policy 3233 - Political Activities
- Policy 9560 - Administration of School Surveys

VII. UNFINISHED BUSINESS

- Dr. Hart and Mrs. Hample discussed board tours at all four schools.

VIII. NEW BUSINESS FROM BOARD

- Mr. Zwerling provided minutes of the Green Committee meeting held on February 24, 2022.
- Mrs. Hample provided an overview of the evaluation process of the Superintendent with meetings in executive sessions in April and May, and a meeting with Dr. Hart in June to finalize the process by June 30th. This is a requirement under statute.
 - Early to mid April - Dr. Hart will email Board members supporting documentation on goals achieved and

- milestones met
- April 26th Board Meeting - Dr. Hart shall present goals and achievements in public. Dr. Hart will meet with the Board in executive session
- May 3rd – Tentative date for Board Members to complete evaluation of superintendent
- May 10th Board Meeting - Board convenes in executive session to discuss Dr. Hart’s evaluation
- June 14th Board Meeting - Board convenes in executive session to provide final evaluation to Dr. Hart
- July 1st – Tentative date for Board President and Superintendent deadline to sign off on evaluation
- Mrs. Hample discussed the board picture for the yearbook will likely at next board meeting on April 5, 2022.
- Mrs. Bettermann provided minutes of her attendance at the Garden State Coalition of Schools meeting which was virtual. A state senator was present and listened to those attending the meeting on a range of topics such as transportation, teacher shortage and pipeline, among others. Traumatic Loss Coalition will be present next meeting. An annual meeting will be in May if any of the Board members want to attend.

IX. OPEN TO THE PUBLIC

- A parent asked about honors Math for incoming 4th graders, and how it’s decided. She also asked if COVID-19 tests are still given weekly and if there is any update by the NJDOH guidelines. Dr. Hart announced that advanced math was phased out 2 years ago to offer general math and honors math only primarily due to tracking and trajectories that feed to the middle school and high school. The 6th graders though continue to have the 3 trajectories. Dr. Hart stated that although health emergencies are over, the State of Emergency/Executive Order mandates weekly testing. The NJDOH cancelled the most recent meeting, and likely will meet next week at which time updates may be available if guidelines are modified by the state.

X. EXECUTIVE SESSION - 8:16 p.m.

Motion: Mrs. Fiore 2nd: Mrs. Podgorski 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 for approximately 30 minutes at which time the Board expects to return to Public Session where action shall not 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.

XI. RETURN TO PUBLIC SESSION - 8:44 p.m.

Motion: Mrs. Fiore 2nd: Mrs. Podgorski Roll Call Vote: Carried 9 Yes

XII. ADJOURNMENT – 8:45 p.m.

Motion: Mrs. Fiore 2nd: Mrs. Podgorski Roll Call Vote: Carried 9 Yes

Respectfully submitted,

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

**Carol Hample
President, Board of Education**