

READINGTON TOWNSHIP BOARD OF EDUCATION

Holland Brook School
Regular Meeting 7:00 p.m.
March 14, 2023

AGENDA

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.

The Board of Education will be meeting in-person on Tuesday, March 14, 2023 at 7:00 p.m. If members of the public wish to attend the meeting virtually, meetings are streamed Live over Youtube via the following link:

https://www.youtube.com/channel/UC6Nqnwk_J-sFlxSaFkuVaA/live

The agenda and all materials for the Board meeting appear on the Board web page.

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

The meeting is being held in compliance with the Open Public Meetings Act (N.J.S.A. 10:4-6-21) and is 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 may be taken.

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____
Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____

II. FLAG SALUTE

III. SUPERINTENDENT'S REPORT

- 2023-2024 Budget Presentation

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

In accordance with Local Finance Notice (LFN) 2020-21, public comments can be submitted before remote public meetings through electronic mail or by written letter. Please email the Board Secretary at jbohm@readington.k12.nj.us by 12:00 p.m. on the day of the board meeting. Comments shall be read aloud and addressed during the remote public meeting.

For members of the Readington Township School District Community who may be joining a Meeting for the first time or would like to provide comments tonight, we're sharing the Board Policy pertaining to public comments. Thank you in advance for sharing your thoughts as per the District's Policy.

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:

1. All statements shall be directed to the presiding officer. No participant may address or question Board members individually unless directed by the presiding officer.
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate; Web participants will type the information in as a preface to their comments.
3. If the Board of Education is webcasting the public meeting, the "chat" feature will be on during the public comment sessions only.
4. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard and time permits.
5. In order to provide sufficient opportunity for the public to be heard, a time limit of three minutes for each participant may be observed. Webcast participants making comments via chat may only enter one 256 character comment, excluding the announcement of his/her name and place of residence, unless the presiding officer asks for clarification or further information. The President may, at his/her discretion, limit discussion on any topic. The portion of the meeting during which the public is invited shall be limited to sixty minutes.
6. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant. The presiding officer may take other steps, including but not limited to adjourning the meeting or waiving any of the rules of the Residents' Forum, to respond to a lack of public decorum, or to otherwise protect privacy or the efficient completion of the Board's business.

V. CORRESPONDENCE

- Email E.D. - Book

- Email J.F. - Book

VI. BOARD ACTION

A. APPROVAL OF ADMINISTRATIVE REPORTS

1. Motion to adopt 1.01 - 1.02
Motion _____ 2nd _____
- 1.01 Enrollment and Drill Reports February 2023.
- 1.02 Motion to accept the HIB reports and affirm the Superintendent's decision:

CASE NUMBER	SCHOOL	DATE	FINDINGS OF HARASSMENT INTIMIDATION OR BULLYING
5	HBS	01/30/2023	No
6	RMS	01/31/2023	Yes
7	RMS	02/03/2023	No

Roll Call:

Mrs. Bettermann _____ Mrs. Fiore _____ Mrs. Mencer _____ Mr. Peach _____ Mrs. Podgorski _____
Mrs. Ryan _____ Mrs. Wolf _____ Dr. Cerciello _____ Mrs. Hample _____

B. APPROVAL OF MINUTES

2. Motion to adopt 2.01 - 2.02
Motion _____ 2nd _____
- 2.01 Motion to approve the Meeting Minutes February 21, 2023.
- 2.02 Motion to approve the Executive Session Minutes February 21, 2023.

Roll Call:

Mrs. Bettermann _____ Mrs. Fiore _____ Mrs. Mencer _____ Mr. Peach _____ Mrs. Podgorski _____
Mrs. Ryan _____ Mrs. Wolf _____ Dr. Cerciello _____ Mrs. Hample _____

C. FINANCE/FACILITIES

Committee Report:

3. Motion to adopt 3.01 - 3.17
Motion _____ 2nd _____
- 3.01 Motion to approve the **Bill List** for the period from **February 23, 2023 through March 15, 2023** for a total amount of **\$2,046,467.82**.
(Attachment 3.01)
- 3.02 Motion to approve **District Travel Schedule March 14, 2023** for a total amount of **\$352.87**.
(Attachment 3.02)
- 3.03 Motion to ratify and approve **Payroll and Agency** for the month of **February 2023** for a total amount of **\$2,235,896.03**
(Attachment 3.03)
- 3.04 Motion to ratify and approve the following **Account Transfers for February 1, 2023 through February 28, 2023**.
(Attachment 3.04-3.04a)

- 3.05 Motion to ratify and approve the **Student Activities Account for February 1, 2023 through February 28, 2023**.
(Attachment 3.05)
- 3.06 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: February 28, 2023 Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 28, 2023 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, 2023 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, 2023.
(Attachment 3.06-3.06a)

3.07 **Tentative Budget Adoption 2023-2024**

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 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 20, 2023 as follows:

General Fund Current Expense	\$36,283,758
General Fund Capital Outlay	\$ 1,589,523
Special Revenue Fund	\$ 414,000
Debt Service Fund	\$ 2,054,763
Total Tentative Budget	\$40,342,044

(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	\$32,316,089
Debt Service Fund	\$ 2,047,658
Total Local Taxes Required	\$34,363,747

(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 as 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 25, 2023 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 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, Readington Middle School Partial Roof Replacement and HVAC Project, Bathroom Additions at Holland Brook School, Whitehouse School, and Three Bridge School, Boiler Project at Three Bridges School, Door Replacement at Whitehouse School, and Phone System Backend Enhancements district-wide ("Projects") are a school facilities planned for in the 2023-2024 budget; and

WHEREAS, the Board directs the Business Administrator and architect of record to submit all projects listed above to the State of New Jersey for amendment and inclusion in the District's LRFP; and

WHEREAS, the Board intends to transfer \$1,170,000.00 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 \$1,170,000.00 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 \$430,000.00 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 \$430,000.00. From the maintenance reserve account to the maintenance appropriations to fund the total costs of these activities and/or projects.

3.12 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education (the "Board") has established an emergency 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 emergency reserve account to implement required emergency 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 emergency reserve account to the line items in the emergency appropriations to fund the total costs of required emergency activities and/or projects; and

WHEREAS, the Board has a desire to complete emergency activities and/or projects including that for security and safety in nature; and

WHEREAS, the Board intends to transfer \$170,000.00 from its emergency reserve account to its emergency appropriations account to fund the total costs of the emergency activities and/or projects;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education hereby authorizes the use of emergency reserve to fund these activities and/or projects.

2. The Board hereby approves the total transfer of \$170,000.00. From the emergency reserve account

3.13 Motion to approve the following resolution:

WHEREAS, the Readington Township Board of Education qualified for a health benefit adjustment due to the significant health benefit cost increase of the State Health Benefit Plan run by the State of New Jersey; and

WHEREAS, based on budgeted health costs increases, the Readington Township Board of Education qualified for an amount of \$305,203.00 for potential use on the 2023-2024 budget; and

WHEREAS, the district plans to utilize \$301,383.00 for the 2023-2024 budget keeping \$3,820.00 as bank cap for future potential use;

NOW, THEREFORE, BE IT RESOLVED that the use of the health benefit adjustment in budget is intended to be used for increased health benefits in health benefit premiums.

3.14 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 \$200.00 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:

2022-2023 Maximum Travel Budget \$50,000.00

2022-2023 Expenditures through 3/10/23 \$22,078.00

2023-2024 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 2022-2023 school year and the 2023-2024 school year:

2022-2023 Maximum Travel Budget \$100,000.00

2022-2023 Expenditures through 3/10/23 \$27,216.00

2023-2024 Maximum Travel Budget \$100,000.00

- 3.15 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 Settembrino Architects for the development of plans and specifications for various facility projects to be included in the 2022-23 budget; and

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

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

WHEREAS, The District is submitting these projects to the NJ DOE as part of a district wide solar Power Purchase Agreement (PPA) Expansion; and

WHEREAS, The Readington Township Board of Education authorizes Settembrino Architects to amend the current approved LRFP to include these capital improvement projects;

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:

PROJECT NUMBER	SCHOOL	PROJECT
19-4350-050-23-1000	Readington Middle School	New Solar Array
19-4350-030-23-1000	Holland Brook School	New Solar Array
19-4350-060-23-1000	Three Bridges School	New Solar Array
19-4350-070-23-1000	Whitehouse School	New Solar Array

- 3.16 Motion to approve and appointment CSG Law group as a professional services contract for the solar expansion project as legal counsel relating to the solar competitive contracting bid specifications and proposals in accordance with the School Public Contracts Law, create and review the PPA contract, and provide a legal analysis for solar project as a whole. This includes reviewing and modifying the initial RFP for both content and compliance, for a fixed fee of \$40,000.00, plus auxiliary fees not to exceed \$2,000.00 for service beyond the scope hourly rate. The legal costs associated with solar expansion shall be incorporated into the competitive bid and speculations, and paid for by the winning vendor without impact to local tax levy.
- 3.17 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 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. (3) The sale is being conducted pursuant to Local Finance Notice 2008-9. (4) A listing of the surplus property to be sold is attached. (Attachment 3.17)

Roll Call:

Mrs. Bettermann _____ Mrs. Fiore _____ Mrs. Mencer _____ Mr. Peach _____ Mrs. Podgorski _____
Mrs. Ryan _____ Mrs. Wolf _____ Dr. Cerciello _____ Mrs. Hample _____

**D. EDUCATION/TECHNOLOGY
Committee Report**

4. Motion to adopt 4.01 - 4.05
Motion_____ 2nd_____

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

STUDENT NAME	UNIVERSITY/COLLEGE	SCHOOL/COOPERATING TEACHERS	EFFECTIVE DATE
Sarah Nichols	Immaculata High School/Rutgers Dual Enrollment Observation	Three Bridges School Carrie DiStefano & Courtney D'Onofrio	March 2023 - June 2023

- 4.02 Motion to approve the following additional field trips for the 2022-2023 school year:

GROUP/GRADE	TRIP	LOCATION	APPROXIMATE COST TO PARENT
HBS/Grade 4	Dvoor Farm	Flemington	\$50
RMS/Life Skills	Yestercades/Alfonso's Trattoria	Somerville	\$10

- 4.03 Motion to adopt the following fundraisers for the 2022-2023 school year:

SCHOOL	FUNDRAISER	RECIPIENT
Readington Middle School	American Heart Challenge	American Heart Association
Readington Middle School	Spring Text & Call-A-Thon	Readington Athletic Booster Club
Whitehouse School	Tote Bag Sale	WHS Student Activity Fund

- 4.04 Motion to apply and accept the Climate Awareness Education grant in the amount of \$6,660.00 to be used for climate education curriculum and supplies.

- 4.05 Motion to ratify and approve home instruction for Student: H202112 to receive home instruction for 10 hours per week from February 21, 2023 through March 13, 2023.

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____ Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____

**E. PERSONNEL
Committee Report**

5. Motion to adopt 5.01 - 5.06
Motion_____ 2nd_____

- 5.01 Motion to approve the following retirement with appreciation for her years of service:

NAME	POSITION	EFFECTIVE DATE
Deborah Sevell	Secretary (TBS)	June 30, 2023

	50-03-D4/anb	
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5.02 Motion to amend motion 5.03 from December 13, 2022 agenda to increase an additional 8 hours:

NAME	POSITION	SALARY/STEP	EFFECTIVE DATE
Dr. Kathleen Suchorsky	Administrative/Principal Substitute (BOE)	\$65.00/hr, not to exceed \$3,520.00	12/05/2022 - 06/30/2023

5.03 Motion to ratify and approve Yolanda Lima to provide home instruction for Student: H-202112 for 10 hours per week from February 21, 2023 through March 13, 2023 at her contractual rate.

5.04 Motion to approve the 2023-2024 holiday schedules for custodians/maintenance, secretaries, administrators, and technology staff.
(Attachment 5.04)

5.05 Motion to adopt the new Cafeteria Aide Hourly Payment Guide attachment commencing with the 2023-2024 School Year.
(Attachment 5.05)

5.06 Motion to approve Substitute Rates for the 2023 - 2024 school year, including a \$100 stipend after 40 cumulative full days and another \$100.00 after 80 cumulative full days worked during the school year:

SUBSTITUTE POSITION	RATE PER DAY
Teachers	\$125.00
School Nurses	\$225.00
Paraprofessionals	\$105.00
Clerical Aides/Secretaries/Custodians	\$120.00

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____
Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____

A. COMMUNICATION Committee Report

6. Motion to adopt 6.01 - 6.02
Motion_____ 2nd_____

6.01 Motion to accept the Superintendent's recommendation and approve the revised School Hours for the 2023-2024 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 5200 - Attendance
- Policy 5512 - Harassment, Intimidation and Bullying
- Policy 8140 - Student Enrollments
- Policy 8330 - Student Records

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____
Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS FROM BOARD

- Jodi Bettermann - New Board Member Boardsmanship Certification
- May Board Meeting Date

IX. OPEN TO THE PUBLIC

X. EXECUTIVE SESSION

Motion_____ 2nd_____

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 negotiations and 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.

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____
Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____

XI. RETURN TO PUBLIC SESSION

Motion_____ 2nd_____

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____
Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____

XII. ADJOURNMENT

Motion to adjourn at:

Motion_____ 2nd_____

Roll Call:

Mrs. Bettermann_____ Mrs. Fiore_____ Mrs. Mencer_____ Mr. Peach_____ Mrs. Podgorski_____
Mrs. Ryan_____ Mrs. Wolf_____ Dr. Cerciello_____ Mrs. Hample_____