

Board of Education – Bordentown Regional School District

Action Meeting Agenda

March 19, 2019

**BORDENTOWN REGIONAL HIGH SCHOOL – LIBRARY
7:00 PM ~ PUBLIC SESSION**

A. CALL TO ORDER

+Document Provided

Sunshine Law Statement:

In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner:

Schedule of meetings to be held from January 16, 2019 through January 2, 2020 was conveyed to the *Burlington County Times* and the *Trenton Times* on January 3, 2019.

The Secretary will enter this public announcement into the minutes of this meeting.

B. FLAG SALUTE/SILENT REFLECTION

C. ROLL CALL

D. EXECUTIVE SESSION (if Necessary)

RESOLUTION:

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting: and

WHEREAS, the Board of Education of Bordentown Regional School District (“Board of Education”) has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session, approximately 7:00 pm this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____ Any matter in which the release of information would impair a right to receive funds from the federal government;

_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: _____);

_____ Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Any investigations of violations or possible violations of the law;

_____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: _____)

(If contract negotiation, the nature of the contract and interested party is _____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education’s position in the litigation or negotiation, this information may be withheld until such time that the matter is

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concluded or the circumstances no longer present a potential impact);

____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is _____);

____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Mr. Eloi Richardson, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Bordentown Regional School District, Board of Education at its meeting held on 1/2/2019.

_____, Board Secretary

E. RECOGNITION/PRESENTATION

1. FY2017-18 Audit Presentation (Comprehensive Annual Financial Report "CAFR") and discussion of Audit Recommendations; Mr. Dave McNally of the auditing firm Holman, Frenia, Allison, P.C. No findings reported. [Note: Copies of the CAFR were previously distributed to Board members and posted on the District's website]

F. STUDENT REPRESENTATIVES

G. PUBLIC FORUM – FOR AGENDA ITEMS ONLY

Members of the public are invited to submit comments pertaining to educational matters during the public comment portion of this meeting. Please report to the microphone and state your name and address for the record prior to addressing the Board of Education. The board, pursuant to *Open Public Meetings Act*, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the board will give all comments appropriate consideration and will refer all initial complaints to the administration for resolution.

Please be aware that all Board employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. The maximum time per member of the public shall be **five (5) minutes** and limited to a **thirty (30) minute total**. Please state your name and address for the record.

H. UNFINISHED BUSINESS

I. CONSENT AGENDA APPROVAL

1. +Motion to approve Travel/Mileage reimbursement requests
2. +Motion to approve Minutes from February 13, 2019.
3. +Motion to approve Bill List, February 2019
4. +Motion to approve Board Secretary/Treasurer Report, February 2019
5. +Motion to approve Substitute List
6. +Motion to approve Special Education Student Placement

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- 7. +Motion to accept Director of Special Services Report
- 8. +Motion to accept Director of Curriculum and Instruction Report
- 9. +Motion to accept District Support Staff Report
- 10. +Motion to accept Enrollment & Principal Reports:

BRHS	764
BRMS	591
MIS	295
CBS	235
PMS	580
	2,465

J. COMMITTEE REPORTS

- 1. Finance Committee Meeting, 3/12/19 – Ms. Jamie Augustyn, Chair

K. SUPERINTENDENT’S REPORT

- 1. +Motion to accept HIB Report and Determinations. **(Data chart to be updated prior to meeting)**

School	# of Reports	# of HIB
CBS	0	0
PMS	0	0
MIS	0	0
BRMS	1	1
BRHS	0	0
TOTAL:	1	1

ANNOUNCEMENTS

- 2. Introduction of the Bordentown Regional School District’s FY 2019-20 tentative Budget.

L. CURRICULUM REPORT

- 1. Motion to approve an additional field trip for BRHS Robotics Class and Business Education Class (about 30 students and 2 chaperones) to the Amazon facility at West Deptford, NJ, May 23, 2019. Students will see most of the company’s process and have a Q & A session. Cost for transportation is \$221.55.
- 2. Motion to approve an additional field trip for BRHS Teens on Fire to the 17th Annual Teen Conference on May 15, 2019 for approximately 25 members of Teens on Fire and chaperones. Campfire NJ will cover the cost of registration and transportation. There is no cost to the District.
- 3. **Motion to approve change in field trip location for BRMS to Skyzone in Hamilton, NJ for team building activities, May 29, 2019. Originally approved to the Escape Room in Princeton, NJ. There is no change in costs (\$29 per student includes ticket and transportation). There is no cost to the District.**
- 4. **Motion to approve change in field trip location for CBS 1st grade students to Johnson’s Farm in Medford, NJ on May 20. Cost per student is \$12/each. This replaces a trip originally approved to Philadelphia Zoo on Wheels. There is no cost to the District.**

M. PERSONNEL REPORT

Appointments, Per Superintendent's Recommendation:

Resolution: Criminal History Check

ALL BREA SALARIES AND STIPENDS WILL BE PAID AT 2017-2018 RATES AND WILL BE ADJUSTED PENDING NEGOTIATIONS

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The following staff, positions, and salaries are appointed for emergent hiring pending completion and certification of the State of New Jersey criminal history check. Affidavit(s) is (are) from the applicant(s) attesting to no criminal record are in the Superintendent's possession. Staff to whom this resolution applies are noted in **bold** print.

1. Motion to approve Ms. Terri Adams and Mr. Scott Schlenker as coaches for the Unified Spring Sports Club. They will each be paid \$675 for the Spring season.
2. Motion to approve requested medical leave for employee #5836 effective 3/6/19 through approximately 4/4/19 or until medically release to return to work. This leave will run concurrent with available paid sick days. If sick days are depleted, leave will be unpaid.
3. Be it resolved that the commencement of leave of absence requested by employee #5956, effective April 2, 2019 through approximately April 16, 2019 or until medically released to return to work, is hereby approved subject to verification of the requested duration of such leave in accordance with the applicable provisions of FMLA and NJFLA and Board Policy 4151.2/4251.2 and further subject to employee's continued payment of all required health care contributions in accordance with Board policy and applicable law.
4. Be it resolved that the commencement of leave of absence requested by employee #5690, effective March 1, 2019 until medically released to return to work, is hereby approved subject to verification of the requested duration of such leave in accordance with the applicable provisions of FMLA and NJFLA and Board Policy 4151.2/4251.2 and further subject to employee's continued payment of all required health care contributions in accordance with Board policy and applicable law.
5. Be it resolved that the commencement of leave of absence requested by employee #5543, effective May 8, 2019 through June 30, 2020, is hereby approved subject to verification of the requested duration of such leave in accordance with the applicable provisions of FMLA and NJFLA and Board Policy 4151.2/4251.2 and further subject to employee's continued payment of all required health care contributions in accordance with Board policy and applicable law.
6. **+Motion to approve Ms. Sarah Buckalew Bell to continue as a long-term leave replacement at CBS effective April 1, 2019. End date TBD. Ms. Buckalew Bell will continue to be compensated at Step 1, BA, with a pro-rated salary of \$51,650.**

INFORMATION

7. **+JOB POSTINGS:** CBS 1st Grade Teacher Leave Replacement – BRHS Secretary (2 positions available) – **Part-time 2nd Shift Custodian (2 positions available)** –

N. BUSINESS, FINANCE & OPERATIONS

1. +Motion to accept Board Secretary's Monthly Certification: Budgetary Line Item Status and Budgetary Major Account/Fund Status as of February 28, 2019.
2. +Motion to approve Transfer of Funds.
3. Appoint EJA Capacity Insurance Agency as the District's Insurance Broker of Record and Risk Management Consultant (RMC) for property, casualty, and workers' compensation services, at no additional out-of-pocket costs.
4. +Motion to renew Phoenix Advisors, LLC, to provide assistance as the District's agents to undertake filing and other actions required under the Security and Exchange Commission's Municipalities Continuing Disclosure Compliance initiative concerning the District's outstanding bonds, at an estimated fee of \$1000 All-inclusive base fee. [Note: The District presently has two (2) issues outstanding; prior two-year's fee was \$850].
5. +Motion to approve a tuition contract for a net amount of \$619,538 with New Hanover Township Public School for its high school students attending Bordentown Regional School District. [This amount is reflective of estimated tuition for 2019-20; offset by an adjustment (increase) of \$149,366 for SY 2017-18 for the difference between actual enrollment/attendance results vs. estimate(s)].
6. Motion to accept the FY 6/30/18 Comprehensive Annual Financial Report, "CAFR" on the audit of the district's finances. (There were no reported audit findings; hence, no corrective action plan needed. Copies of CAFR were previously given to Board members and posted on the district's website.)

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- 7. +Motion to approve Change Order #1 [\$20,303] for unanticipated structural roofing upgrades to accommodate the replacement air handler unit on the high school gymnasium based on final walkthrough and project finalization. [The project was previously approved for up to \$220,000 (September 12, 2018); the original contract cost preceding this this Change Order #1 was \$214,925; with this Change Order #1, the revised project cost will be \$235,228 and will be funded from savings on other capital projects during the year].
- 8. Motion to submit the FY 2019-20 budget to the Executive County Superintendent for review and approval to publicly advertise the same. See Resolution(s) below:

Resolutions for the FY 2019-20 Budget

- a) RESOLVED, to approve Bordentown Regional School District’s tentative budget for the FY 2019-20 school year, as summarized below, for submission to the Executive County Superintendent of Schools, in accordance with statutory deadline(s):

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$ 43,301,047	\$ 30,261,873
Total Special Revenue Fund	\$ 835,823	N/A
Total Debt Service Fund	\$ 3,219,078	\$ 2,965,990
Totals	\$ 47,355,948	\$ 33,227,863

- b) BE IT FURTHER RESOLVED, to approve budgeting in FY 2019-20 a withdrawal of \$400,000 from Capital Reserve and to apply the same to help support FY 2019-20 capital projects budgeted under Capital Outlay, including: relighting upgrades at the high school and an elementary, replacement of an aging air unit system; and sundry normal and recurring health and safety projects. These projects, at a combined estimated cost of \$486,000, are designated as “Other Capital Project(s)” representing expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey student learning standards; and
- c) BE IT FURTHER RESOLVED, to approve budgeting in FY 2019-20 a withdrawal of \$100,000 from Maintenance Reserve and to apply the same in support of FY 2019-20 budgeted annual required maintenance costs; and
- d) BE IT FURTHER RESOLVED, to approve budgeting in FY 2019-20 the required withdrawal of \$40,000 from Tuition Reserve, which was established at the end of FY 2017-18 for any estimated tuition adjustment in FY 19-20, and to apply the same in support of FY 2019-20 budget; and
- e) BE IT FURTHER RESOLVED, to approve applying the \$50,000 in savings from previously completed capital projects residing in the Capital Projects Fund towards FY 2019-20 annual bond repayment requirements; and
- f) BE IT FURTHER RESOLVED, to advertise said tentative FY 2019-20 budget in the Burlington County Times newspaper, the Trenton Times newspaper, and the District’s website, in accordance with the format suggested by the State Department of Education and by law; and
- g) BE IT FURTHER RESOLVED, that a public hearing be scheduled on May 1, 2019, at the Board’s normal meeting site in the high school library at 7:00 PM, (unless indicated otherwise), for the purpose of conducting a public hearing on the FY 2019-20 budget.
- h) BE IT FURTHER RESOLVED, to establish a maximum district-wide travel limit of \$70,000 for FY 2020 as required by N.J.A.C. 6A:23.

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9. Motion to approve the following Joint Agreements payable to Bordentown Regional School District:

BURLINGTON CITY SCHOOL DISTRICT

- a. To transport Burlington City Boys Basketball team to and from Toms River High School on March 7, 2019. Total cost \$228.34.
- b. To transport Burlington City Boys Basketball to and from Rutgers University on March 10, 2019. Total cost \$692.42.

FLORENCE TOWNSHIP HIGH SCHOOL

- a. To transport Florence High School Wrestlers to Bordentown Regional High School, effective November 19, 2018 to February 15, 2019. Total cost \$1,611.50.

O. POLICY

1. **2nd Reading: (Policy on website for public viewing)**

- a. +Motion to adopt Policy #4111.2/4211.2, Domestic Violence

P. PUBLIC COMMENTS

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Q. BOARD COMMENTS

R. ADJOURNMENT