

**BEDMINSTER BOARD OF EDUCATION
EMERGENCY MEETING MINUTES (Budget Adoption)**

March 17, 2020

6:15 p.m

(Rescheduled from Regular Meeting March 19, 2020 7:30 p.m.)

A. Call to Order

President Reaves called the meeting to order at 6:02 p.m

Motion to go into Executive Session at 6:03 p.m. moved by Ms. Nathans, seconded by Ms. Stevinson

Motion carried as follows: Voice Vote: Yes: (7); No: (0); Abstain: (0)

Motion to go into Open Public Session at 6:13 p.m. moved by Mr. Haggerty, seconded by Ms. Lamiera

Motion carried as follows: Voice Vote: Yes: (9); No: (0); Abstain: (0)

B. RESOLUTION

Move that the Bedminster Township Board of Education, upon the recommendation of the Superintendent, approve the following resolution:

WHEREAS, the New Jersey Public Meetings Act, N.J.S.A. 10:4-6, et seq., permits local Boards of Education to conduct Emergency meetings under limited circumstances; and

WHEREAS, three quarters of the members present this evening must vote to hold this Emergency meeting this evening, March 17th, 2020 at 6:15 p.m; and

WHEREAS, on March 16th, 2020 written notice of this meeting and the cancellation of our March 19th, 2020 meeting was posted at the bulletin board in the Township Clerk's Office at the Bedminster Township Municipal Building and the Main Office of the Bedminster Township School, mailed to The Courier News, The Bernardsville News, and to all subscribers, and filed with the Township Clerk; and

WHEREAS, the Bedminster Township Board of Education finds that the statewide closing of all public schools in New Jersey via Governor Murphy's Executive Order of March 16th, 2020 requires us to act with urgency and without delay; and

WHEREAS, our school budget is statutorily required to be submitted to the Somerset County Executive Superintendent by March 20th; and

WHEREAS, our Board of Education could not have reasonably foreseen the need for this emergency meeting due to the COVID-19 pandemic sweeping our nation and the closing of our state's schools;

BE IT RESOLVED, THEREFORE, that the Bedminster Township Board of Education conduct this Emergency Meeting tonight with the full and complete conviction that delaying this evening's business would result in substantial harm to the public interest and safety.

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Motion to approve **Item B.** moved by Mr. Haggerty, seconded by Ms. Stevinson

Motion carried as follows: Yes: (9); No: (0); Abstain: (0)

Yes	Mr. Casey	Yes	Ms. Lamiera	Yes	Ms. Stevinson
Yes	Mr. Haggerty	Yes	Ms. Marto	Yes	Mr. Wolkow
Yes	Ms. Johansson	Yes	Ms. Nathans	Yes	Mr. Reeves

C. Pledge of Allegiance

Ms. Schauer led the Pledge of Allegiance.

D. Roll Call

Yes	Mr. Casey	Yes	Ms. Lamiera	Yes	Ms. Stevinson
Yes	Mr. Haggerty	Yes	Ms. Marto	Yes	Mr. Wolkow
Yes	Ms. Johansson	Yes	Ms. Nathans	Yes	Mr. Reeves

E. Executive Session – 6:30 p.m.

- Personnel (CSA Eval), HIB #142, Health & Safety

Open Public Meeting @ 7:30 p.m.

F. Superintendent’s Report

- Enrollment: BHS 220, BTS 526
- Read Across America thanks Mrs. Mowery, teachers, volunteer readers
- May National Allergy & Asthma Aware. month, w/o May 18th, more info to come
- Thanks Mr. Lefurge & teachers who worked w/him, parent volunteers, Mary Poppins - fantastic
- District Goals: SEL getting students home and giving teachers time to plan 3/13
- Thank you Dr Puglia - tech tips night for parents, congratulations Ms. Mancini & Mrs. Ragoza and Odyssey of the Mind teams Skylands Regional, Gr 5 3rd place, Mr. Copeland taught/ performed w/Antioch - Princeton
- NJSLA scores Gr 5 & 8 Science -presentation April with budget
- Thank you staff & students for flexibility and hard work to roll out our plan for home instruction
- Packets to be picked up
- Lunches available & ready for eligible families
- Thank you custodial team, office support staff, business office for assisting with planning
- Thank the administrators for supporting the staff through this process

At the conclusion of Superintendent Giordano’s report, Vice-President Stevinson encouraged the school community to visit the Bedminster Township website. It provides a clearing house providing information on COVID-19, and is a wealth of information that is pertinent for our community during this crisis.

Business Administrator’s Report

- FY21 Budget discussion details
- Sincere thanks to the Finance & Facilities committee and the entire Board in their assistance in crafting FY21 budget

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G. Public Questions/Comments

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- Larry Jacobs, Mayor of Bedminster Township
 - Township facilities are on limited access to the public
 - Residents are encouraged to call and/or email before visit
 - Staff on rotating shifts
 - Consistent communication with state and federal authorities
 - Goal is to flatten curve, not to stress healthcare system
 - Reach out to Zach Rubin from OEM for anything you may need while school is closed
- Colin Hickey
 - Encouraged cooperation between school district and municipality during this crisis and offered to facilitate this communication in any way possible

H. Approval of Minutes

Move that the Bedminster Township Board of Education upon the recommendation of the Superintendent approve the minutes of the following meetings:

- February 20, 2020 Executive Session Minutes
- February 20, 2020 Regular Meeting Minutes
- March 10, 2020 Special Meeting Executive Minutes
- March 10, 2020 Special Meeting Minutes

Motion to approve **Item H.** moved by Ms. Johansson, seconded by Mr. Wolkow

Motion carried as follows: Yes: (7); No: (0); Abstain: (2)

Yes	Mr. Casey	Yes	Ms. Lamiera	Yes	Ms. Stevinson
Abstain on March 10, 2020 minutes, Yes to February 20, 2020 minutes	Mr. Haggerty	Abstain February 20, 2020 Executive minutes, Yes to the rest	Ms. Marto	Yes	Mr. Wolkow
Yes	Ms. Johansson	Yes	Ms. Nathans	Yes	Mr. Reaves

I. Task Groups

- Negotiations Committee – Jeff Reaves
 - No report
- Somerset Hills School District – Sarah Nathans
 - Harvard model congress
 - Budget
 - Remote BoE meeting
 - Many public comments related to residency, Title IX, trips/events cancelled
- Wellness Committee - Sonia Marto
 - Asthma and allergy week celebrate in May, additional information coming
- Technology Committee - Thomas Casey
 - FY21 tech budget
 - Remote learning setup

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- Security/Safety Ad Hoc - Giovanna Lamiera
 - Future meetings announced as needed
- Child Care - Jennifer Johansson
 - Suspended during school closure

Delegate/Representative Appointments

- New Jersey School Boards Association - Brian Haggerty/Tom Casey
 - No report
- Somerset Hills Municipal Alliance - as reported by Ms. Spitaleri
 - Meeting cancelled
- PTO – Suzy Stevinson
 - Meeting cancelled

J. BUSINESS

Mrs. Schauer discussed items for approval under this section.

Move that the Bedminster Township Board of Education, upon the recommendation of the Superintendent, approve:

2020-2021 SCESC Joint Transportation

J.1 the following resolution:

WHEREAS, the Bedminster Township School District desires to transport special education, non-public, public and vocational school students to specific destinations for the 2020-2021 school year; and

WHEREAS, the Somerset County Educational Services Commission, hereinafter referred to as the SCESC, offers coordinated transportation services; and

WHEREAS, the SCESC will organize and schedule routes to achieve the maximum cost effectiveness;

NOW, THEREFORE, BE IT RESOLVED, that it is agreed that in consideration of pro-rated contract costs, plus an administration fee of four percent (4.5%) for member districts as Calculated by the billing formula adopted by the SCESC'S Board of Education; said formula shall be based on a route cost divided by home to school mileage of students allocated to each Participating district. The total amount to be charged to district will be adjusted based on actual costs. Payments will be due within thirty (30) days of receipt by the district and deemed late after sixty (60) days with an additional one percent (1%) fee for late payments. At the discretion of the Commission Superintendent, late fee charges may be waived for extenuating circumstances.

BE IT FURTHER RESOLVED that the length of the Agreement, obligations and requirements therein shall be in effect between September 1, 2020 and August 31, 2021.

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Professional Services - Roof Referendum

J.2 the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BEDMINSTER IN THE COUNTY OF SOMERSET, NEW JERSEY AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH A PROPOSED SCHOOL FACILITIES PROJECT

WHEREAS, the Board of Education of the Township of Bedminster in the County of Somerset, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby), seeks to submit a school facilities project to the voters consisting of the replacement of the roof at the Bedminster Township School (the "Project"); and

WHEREAS, the School District will seek Debt Service Aid with respect to the Project; and

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF BEDMINSTER IN THE COUNTY OF SOMERSET, NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board, approves the preparation of Schematic Plans and Educational Specifications, if applicable, by Parette Somjen Architects (the "Architect") in connection with the Project and Board further authorizes and directs the Architect to submit same to the New Jersey Department of Education and to the County Superintendent of Schools for review and approval. The Board further authorizes and directs the submission of the Schematic Plans to the Planning Board for its review, to the extent required.

Section 2. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board approves an amendment to the Long Range Facilities Plan, as necessary, to reflect the Project and approves the submission of such amendment to the New Jersey Department of Education.

Section 3. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board approves the Project applications, the Architect is hereby directed to submit such application to the New Jersey Department of Education seeking debt service aid for the Project.

Section 4. With respect to the Project, the Board authorizes and directs the Board President, the Superintendent, the and the Business Administrator/Board Secretary, as applicable, to execute the schematic plans and educational specifications, if applicable, the amendment to the Long Range Facilities Plan, the Project cost estimate sheets and all related project documents allowing submission of same to the New Jersey Department of Education.

Section 5. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary, the Architect and Bond Counsel, Wilentz, Goldman & Spitzer,

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P.A., as applicable, to take all action required to preserve the opportunity to present the Project to the voters via a bond referendum at the annual School District Election to be held on November 3, 2020.

Section 6. This resolution shall take effect immediately.

Facilities Use Request

J.3 the following facilities requests for the 2019-2020 school year:

Activity	Date(s)	Time	Location
Township of Bedminster - Cooking	2/25, 3/3, 3/10	3:35pm-4:45pm	Room 262
Township of Bedminster - Bagel Breakfast	3/7	8:00am-12:00pm	Cafe
Township of Bedminster - Adult Volleyball	4/14, 4/21, 4/28, 5/5, 5/12, 5/19	7:00pm-9:00pm	Gym

J.4 a contract with Stewart Business Systems, effective 7/1/2020 through 6/30/2025 for the leasing of copy machines including maintenance and technology support.

J.5 the purchase of NewWay Master Scheduling Plan from The NewWay Technologies for \$9,750.00 for scheduling services.

Donations

J.6 the donations of DRA kits to Morris School District and books to the Bloomingdale School District.

J.7 the following monthly medical/prescription and dental rates effective March 1, 2020 through June 30, 2020:

Horizon Blue Cross/Blue Shield of New Jersey

- Single - \$1,255.73
- Parent/Child(ren) - \$1,822.09
- 2 Adults - \$2,825.35
- Family - \$3,139.27

Delta Dental of New Jersey

- Single - \$50.67

K. FINANCE

Finance & Facilities Committee Report - Howard Wolkow

- FY21 budget is a great budget as all programs are maintained
- Roof referendum process
- FY21 budget prepares district upcoming spike in enrollment

Move that the Bedminster Township Board of Education, upon the recommendation of the Superintendent, approve:

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2019-2020 Financial Reports

- K.1 the Report of the Secretary for February 2020 submitted for Board review. As required by N.J.A.C. 6A:23-A-16.10(c)(3), the Business Administrator/Board Secretary, certifies that no line item account has been over expended and that sufficient funds are available to meet the District's financial obligations this fiscal year.

the recommendation that the Secretary's Report for February 2020 be accepted and filed, and the Board of Education hereby certifies that no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)(4) and that sufficient funds are available to meet the District's financial obligations for the remainder of the 2019-2020 fiscal year.

It is recommended that the Treasurer's Report for February 2020 be accepted and filed.

2019-2020 Invoices-General Agency Account

- K.2 the invoices presented for payment totaling \$1,785,664.78 from the General Agency Account from February 21, 2020 through March 19, 2020.

Fund	Amount
(10) General Fund	\$1,773,062.13
(12) Capital Outlay	-0-
(20) Special Revenue	\$ 12,602.65
Total	\$1,785,664.78

2019-2020 Invoices-Student Activities Account

- K.3 the invoices presented for payment totaling \$6,594.57 from the Student Activities Account from February 15, 2020 through March 13, 2020.

2019-2020 Invoices-Food Service Account

- K.4 the invoices presented for payment totaling \$13,099.98 from the Food Service Account from February 15, 2020 through March 13, 2020.

2019-2020 Transfers

- K.5 transfers totaling \$3000.00 from February 15, 2020 through March 13, 2020 as per the monthly transfer report.

2020-2021 Travel Maximum

- K.6 the following resolution:

WHEREAS, the Bedminster Township School Board of Education recognizes that school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or enhances the efficient operation of the school district; and

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WHEREAS, N.J.A.C.6A:23B-1.1 et.seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

THEREFORE, be it resolved as per NJAC 6A:23A-7.3, that the Board of Education of the Township of Bedminster included in the 2020-2021 final budget a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2020-2021 budget includes a maximum travel appropriation of \$15,000. The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded. Included in the 2020-2021 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

Preliminary Budget 2020-2021 School Year

K.7 the preliminary 2020-2021 school district budget to be submitted to the Executive County Superintendent of Schools as follows:

	Budget	Local Tax Levy
General Fund	\$19,171,680	\$17,355,380
Special Revenue Fund	\$276,309	\$0
Debt Service Fund	\$0	\$0
Total Budget	\$19,447,989	\$17,355,380

Approval to Withdraw from Tuition Reserve - FY21 Budget

K.8 the withdrawal of \$450,000.00 from the tuition reserve to be included in the 2020-2021 school district budget to fund additional school year requirements related to the payment of tuition

L. PERSONNEL & PROGRAMS

Programs & Personnel Committee Report– Jennifer Johansson

- FY21 budget update
- This even agenda items are straight forward

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Workshops

L.1 staff for the workshops listed:

NAME	DATE	TITLE	COST
Keith Schoch	4/28/2020	How to Teach the Holocaust at NJ Bar Association; New Brunswick, NJ	\$0 Registration; \$0 mileage
Lauren Zugale	5/14/2020	Special Education Leadership in Action: Surviving and Thriving as an Administrator; Summit, NJ	\$0 Registration; \$14.77 mileage
Jenna Thomas	5/29/2020	2020 PE Jam; Randolph, NJ	\$0 Registratio; \$0 mileage

Substitutes

L.2 the following as Substitute Teachers for the 2019-2020 school year, per the substitute salary guide and pursuant to a successful clearance of P.L. 2018, c.5.

James Brady, Janet Lamb

L.3 Eveline Muntean as a substitute transportation nurse at a rate of \$42.83 per hour.

L.4 the revised rate for Kristen Nardiello, Part-Time Social Worker, to \$56.07 per hour (MA, Step 15) effective September 1, 2019 through June 30, 2020.

L.5 the correction in longevity payment to Megan Gottshalk to \$1,350.00 for the 2019-2020 school year.

Course Approval

L.6 tuition reimbursement for the following staff per the terms and conditions of the Bedminster Education Association contract in effect from July 1, 2019 through June 30, 2023:

Name	Course	Credits	School	Term	Estimated Amount
Natalie Basile	SEL103 Practicum	0	Rutgers University	Spring 2020	\$435.00
Lucy Ragoza	Social Emotional Development of Gifted Children	3	Rutgers University	Spring 2020	\$2,683.00

Mileage Reimbursement

L.7 mileage reimbursement for the following:

Name	Total	Travel info
Debbie Friedman	\$14.91	Newmark School for testing Student #315921
Debbie Friedman	\$37.10	2020 NJSHA Convention on 4/24/2020 (one-way travel approved 2/2020)
Peggy Doorly	\$34.65	2020 NJSHA Convention on 4/24/2020 (one-way travel approved 2/2020)

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L.8 unpaid short term leave of absence for the following employees:

Employee number	Number of days	Month/year
74081183	3	December 2019
21728399	6	March 2020
21707179	4	April 2020

Maternity Leave

L.9 the extension of the maternity leave for Meredith Valentine, 2nd Grade Teacher, under the Family and Medical Leave Act from September 1, 2020 to on or about January 4, 2021.

L.10 the following to be a volunteer coaching assistant for the Boys Baseball coach for the 2019-2020 school year:

Josiah Panza

Field Trips

L.11 the following field trips:

Grade	Trip/Location	Date
3rd	Great Swamp Environmental Education Center; Basking Ridge, NJ	5/5/2020
2nd	Fairview Farm Wildlife Preserve; Bedminster, NJ	5/15/2020* Rain Date 5/18/2020
multiple	2020 Special Olympics; Bernardsville, NJ	5/29/2020

Salary Adjustments

L.12 the agreement of attendance and additional salary between Josiah Panza and the Bedminster Board of Education at his per diem rate of \$114.05 for 3 days as per the terms and the conditions of the negotiated agreement in effect from July 1, 2019 through June 30, 2023.

L.13 go into Executive Session at 6:30pm at the next regularly scheduled meeting of the Board on April 30, 2020.

Motion to approve **Items J., K. and L.** moved by Ms. Marto, seconded by Ms. Johansson
Motion carried as follows: Yes: (8); No: (0); Abstain: (1)

Yes	Mr. Casey	Yes	Ms. Lamiera	Yes	Ms. Stevinson
Yes	Mr. Haggerty	Abstain J.1	Ms. Marto	Yes	Mr. Wolkow
Yes	Ms. Johansson	Yes	Ms. Nathans	Yes	Mr. Reeves

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- Zach Rubin - Bedminster Township OEM coordinator - updated board on steps being taken to coordinate state, city and local resources. OEM email address is oem@bedminster.us
Superintendent Giordano commented that Mr. Swan is the school safety specialist and that she will contact him to be added to the scheduled attendees of the LEPC quarterly meeting.
- Mayor Jacobs - he is in daily contact with the state, county and local authorities providing crisis updates
- Colin Hickey - parking lot: Bedminster Department of Public Works available for any assistance necessary when project gets underway

Mrs. Schauer thanked John Mantz for his contribution and attendance at the recent meeting with parking lot contractor.

N. Adjournment

Motion to adjourn the Public Session at 7:10 p.m. moved by Ms. Johansson, seconded by Ms. Marto
Carried as follows: Yes: (9); No: (0); Abstain: (0)

NEXT MEETING(S) SCHEDULED FOR:

**April 30, 2020 (Budget/Public Hearing)
EXECUTIVE SESSION 6:30 PM
OPEN PUBLIC MEETING 7:30 PM**

Respectfully submitted,



Alicia M. Schauer
Board Secretary

