

WASHINGTON TOWNSHIP BOARD OF EDUCATION

Minutes of November 14, 2011

The Washington Township Board of Education met on Monday, November 14, 2011, at 7:35 p.m. for their Regular meeting.

The meeting was called to order by Karen Graf, President. Mrs. Graf read the following statement: The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Washington Township Board of Education has caused notice of this meeting to be mailed on May 13, 2011 to The Express Times, and to the Clerk of Washington Township.

Members in attendance were Karen Graf, President, Sheila Dempski, Vice-President, Sally Christine, Jayne Howard, and Anita Smith. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, and Valerie Mattes, Principal were also present.

Members absent: Jason Ford and Jude Mohan

PRESENTATION:

Pediatric Asthma Coalition presented an award to Brass Castle and Port Colden Schools.

Motion by Anita Smith, seconded by Jayne Howard to approve the minutes of October 17, 2011, as presented. MV: Christine abstained – All others voting yes – Motion carried **MINUTES**

PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items)

a. The public may speak for three (3) minutes unless they have requested to be on the agenda.

None

PUBLIC HEARING:

a. As per Public Law 18A:23-1 the Board of Education of every school district shall cause an annual audit of the district's accounts and financial transactions to be made by a public school accountant employed by it, which audit shall be completed no later than 4 months after the end of the school fiscal year.

Audit and CAFR presentation by Anthony Ardito, Auditor

Motion by Jayne Howard, seconded by Sheila Dempski to accept the Comprehensive Annual Financial Report of Administrative Findings Financial Compliance and Performance, for the fiscal year ended June 30, 2011, and note that there were no audit recommendations. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried **CAFRA REPORT AND AUDIT**

Motion by Sheila Dempski, seconded by Anita Smith to approve the Corrective Action Plan (CAP) for the fiscal year ended June 30, 2011 as prepared by Ardito & Co., LLP., and note that there were no audit recommendations. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried **CORRECTIVE ACTION PLAN FOR FY 2011**

Motion by Anita Smith, seconded by Sally Christine to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending October 31, 2011, as presented. MV: Unanimous – Motion carried **STUD. ACT., PETTY CASH & CAFÉ RPTS.**

SECRETARY'S REPORT

Motion by Sally Christine, seconded by Jayne Howard to approve the Secretary's Report for October 31, 2011 showing a cash balance of \$1,859,343.28. MV: Unanimous – Motion carried **SECRETARY'S REPORT**

Motion by Jayne Howard, seconded by Sheila Dempski to approve the Treasurer's Report for October 31, 2011, showing a cash balance of \$1,859,343.28, and note that the report is in agreement with the Secretary's Report for October 31, 2011. MV: Unanimous – Motion carried **TREASURER'S REPORT**

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Motion by Sheila Dempski, seconded by Anita Smith to certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a) and no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b). RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

FUNDS

SUPERINTENDENT'S REPORT

Motion by Anita Smith, seconded by Sally Christine to approve the following substitute for the 2011-2012 school year, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

SUBSTITUTE

Teacher: Nancy Lilly

Motion by Sally Christine, seconded by Jayne Howard to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

OOD STAFF
DEVELOPMENT

Motion by Jayne Howard, seconded by Sheila Dempski to employ Dawn Brattole as Business Office Clerk part-time, anticipated start date November 28th, salary to be \$12.00 per hour, hours not to exceed 30 hours per week, as recommended by the Superintendent. (Dawn currently is a part-time cafeteria worker.) RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

D. BRATTOLE
BUSINESS
OFFICE CLERK

Motion by Sheila Dempski, seconded by Anita Smith to approve training of the following staff volunteer to be an epipen delegate for 8 students, whose parents requested a delegate at Port Colden School and 6 students whose parents requested a delegate- at Brass Castle School for the 2011-2012 school year. Training will be as per NJDOE guidelines and district policy R5330, as recommended by the Superintendent. (*We are grateful to this individual for extending herself as a volunteer.*) RCV:

EPIPEN VOL.
DELEGATE

Tonilynn Melhem

Motion by Anita Smith, seconded by Sally Christine to approve maternity and New Jersey Family Leave for Laurie Rohmann starting January 17, 2012 until 12 weeks after the birth of the baby using sick days and New Jersey Family and Medical Leave, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

L.ROHMANN
MATERNITY
AND NJ FAMILY
LEAVE

Motion by Sally Christine, seconded by Jayne Howard to approve Meredith Jeffries to do volunteer work with Sarah Baratta and work with a first grader with autism, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

M. JEFFRIES
VOLUNTEER
WORK

Motion by Anita Smith, seconded by Sally Christine to enter into a shared-services agreement effective July 1, 2011 through June 30, 2012 with Pohatcong Township School District, Warren County Special Services School District and Warren Hills Regional School District for the purpose of providing the aforementioned school district a written K--8 Curriculum. Cost not to exceed \$1,500, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

WCSSSD & WHR
SHARED SERV.
CURRICULUM

Motion by Sally Christine, seconded by Jayne Howard to approve the contract with Sussex County Educational Services Commission to provide additional IDEA Supplementary Instruction and OT/PT services for eligible students attending the Good Shepherd Christian Academy for the 2011-2012 school year, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

SCESC
ADDITIONAL
IDEIA SUPP.
INST.

PRINCIPAL'S REPORTS

TECHNOLOGY REPORT

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CORRESPONDENCE

1. Updated Board Members and Address List;
2. FYI – Federal Supplemental Education Jobs Fund;
3. FYI – Received an award from SAIF (School Alliance Insurance Fund) for \$3,500; and
4. Letter from Governor Christie to Board Presidents regarding his performance.

COMMITTEE REPORTS

Finance & Policy Committee: No Report

Motion by Sheila Dempski, seconded by Jayne Howard to approve the Bills List for November 2011. RCV: Smith abstained - Christine, Dempski, Howard and Graf – All voting yes – Motion carried

BILLS LIST

Motion by Sheila Dempski, seconded by Jayne Howard to approve the line item transfers, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

TRANSFERS

Motion by Sheila Dempski, seconded by Jayne Howard to approve the second reading and adoption of Policy Alert 194. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

SECOND
READING &
ADOPTION
POLICY ALERT
194

Policy Alert #194

0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (Revised)
MANDATED

Assembly Bill 444 was signed by Governor Christie requiring all current and future Board members to undergo a criminal history check within thirty days of their election or appointment to the Board. The Board may reimburse Board members for the cost of the criminal history check. The Commissioner of Education may disqualify a Board member who has been convicted of a crime or offense.

5512 Harassment, Intimidation and Bullying (Revised)
MANDATED

The New Jersey Department of Education recently released a checklist that will be used by the Executive County Superintendent in reviewing a district's HIB Policy. The eighteen page Compliance Checklist requires a district's HIB policy to include several provisions that were not included in the Minimum Model Policy Language sections of the most recent Model Policy and Guidance released on April 11, 2011. Policy Alert #194 includes those provisions.

Personnel Committee: No Report

Motion by Anita Smith, seconded by Sally Christine to approve the first reading of the following job description, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

FIRST READ.
JOB DESC. A-7
BUSINESS
OFFICE CLERK

A-7 – Business Office Clerk

Motion by Anita Smith, seconded by Sally Christine to approve the second reading and adoption of the following Job Description, as recommended by the Superintendent. RCV: Christine, Dempski, Howard, Smith and Graf – All voting yes – Motion carried

SECOND
READING AND
ADOPTION JOB
DESC. C-3.6 –
MAINTENANCE
& GROUNDS

C-3.6 – Maintenance & Grounds Mechanic

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Facilities & Transportation Committee: No Report

NOTE: Bus evacuation drills were held for the district on October 18, 2011. The drill included the walkers, children driven to school and band students. BUS EVAC
DRILLS

PUBLIC QUESTIONS AND DISCUSSION - old and/or new business
(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

None

EXECUTIVE SESSION - if required as indicated in item __A__ below. EXECUTIVE
SESSION

Motion by Jayne Howard, seconded by Sheila Dempski the Board of Education of the Washington Township School District in the County of Warren will adjourn into a closed meeting to discuss the item (s) which falls within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12 b.

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule
- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation
- h. Attorney-client privilege
- i. Personnel – employment matters affecting a specific prospective or current employee

Be it resolved that the Board will now go into private session to discuss matters rendered confidential due to the nature of: a: Matters rendered confidential by Federal Law, State Law, or Court Rule/b: Individual privacy. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified.

MV: Unanimous – Motion carried

Time: 8:10 pm

Motion by Jayne Howard seconded by Sheila Dempski to return to open session. OPEN SESSION

MV: Unanimous – Motion carried

Time: 8:37 pm

Mr. Jinks discussed the ramifications of implementing a full day kindergarten. As an FYI, as of December 13th Oxford Township School District, an Inter-district Choice School, will be accepting 3 students in kindergarten and 1 student in first grade for the 2012-2013 school year.

ADJOURNMENT:

Motion by Jayne Howard, seconded by Sheila Dempski to adjourn. ADJOURNMENT

Time: 9:20 pm

MV: Unanimous – Motion carried.

Respectfully submitted:

Jean Flynn
Business Administrator/Board Secretary

