

WASHINGTON TOWNSHIP BOARD OF EDUCATION

Minutes of June 17, 2013

The Washington Township Board of Education met on Monday, June 17, 2013, 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 January 8, 2013 to The Express Time, The Star Gazette, 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, Valerie Mattes and Keith Neuhs, Principals were also present.

Members absent: Jason Ford and John Trush

Flag Salute

PRESENTATION:

1. Christine Thompson – 2012-2013 Yearbook
2. Art work presentation: Port Colden students: Bailey VanOrman grade1, Ilya Chernykh, grade 2, and Katey McLaughlin, grade 3. Brass Castle students: Laney Adie, kindergarten pm and Kate Fenner, grade 5.
3. Archery Presentation: Melissa Woerner

Motion by Anita Smith, seconded by Sally Christine, to approve the minutes of May 13, 2013, as presented. MV: Dempski abstained – All others voting yes – Motion carried MINUTES

Motion by Sally Christine, seconded by Jayne Howard, to approve the executive session minutes of May 13, 2013, as presented. MV: Dempski abstained – All others voting yes – Motion carried EXECUTIVE SESSION

PUBLIC HEARING – HIB SUMMARY REPORT

As per Public Law N.J.S.A. 18A:17-46, districts are required to report the results of a Self-Assessment to Determine Grades under the Anti-Bullying Bill of Rights Act. (Schools must complete a Self-Assessment via School Climate Team, obtain public comment during an evening parent meeting and present their findings to the Board of Education for approval.) HIB SUMMARY REPORT

Motion by Sheila Dempski, seconded by Anita Smith, to approve our school HIB Summary Report, as recommended by the Superintendent. RCV: Christine, Smith, Dempski, Howard and Graf – All voting yes – Motion carried

PUBLIC QUESTIONS AND DISCUSSION: (agenda items)

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

None

SECRETARY'S REPORT:

Motion by Jayne Howard, seconded by Sheila Dempski, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending May 31, 2013, as presented. MV: Unanimous – Motion carried STUD.ACT.,
PETTY CASH &
CAFÉ. RPTS.

Motion by Sheila Dempski, seconded by Anita Smith, to approve the Board Secretary's and Treasurer's Reports for the month ending May 31, 2013, as presented. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried SECRETARY'S,
TREASURER'S &
FUND RPTS.

BE IT RESOLVED that the Washington Township Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, does hereby certify that as of the date of these reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23A-16.10 (a);

BE IT FURTHER RESOLVED that the Superintendent recommends that the Washington Township Board of Education accept the monthly financial reports of the Secretary and the Treasurer; and further recommends, in compliance with N.J.A.C. 6A: 23A-16.10 (c) 4, that the Board of Education Certifies that no major account has been overexpended in violation of N.J.A.C. 6A: 23A-16.10 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year.

SUPERINTENDENT'S REPORT

- Motion by Anita Smith, seconded by Sally Christine, to approve the following substitutes for the 2013-2014 school year, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **SUBSTITUTES**
- Teacher: Jodi Maurer
Paraprofessional: Corinne Giaimo
- 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, Smith, Howard and Graf – All voting yes – Motion carried **OOD IN-SERV. EXPERIENCES**
- Motion by Jayne Howard, seconded by Sheila Dempski, to approve Linda Jenikovsky as the Assistant Administrative Assistant/Executive Secretary effective from July 1, 2013 to July 31, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **HIRE L. JENIKOVSKY**
- Motion by Sheila Dempski, seconded by Anita Smith, to approve Denise Jordan, Administrative Assistant to Business Administrator/Executive Secretary effective July 1, 2013, at a salary of \$52,000, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **HIRE D. JORDAN**
- Motion by Anita Smith, seconded by Sally Christine, to accept, with regret, the resignation of Laurie Rohmann, second grade teacher, effective June 30, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **RESIGNATION L. ROHMANN**
- Motion by Sally Christine, seconded by Jayne Howard, to accept, with regret, the resignation of Michael Alogna, fourth grade teacher, effective June 30, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **RESIGNATION M. ALOGNA**
- Motion by Jayne Howard, seconded by Sheila Dempski, to accept, with regret, the resignation of Patty Freeman, paraprofessional, effective June 18, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **RESIGNATION P. FREEMAN**
- Motion by Sheila Dempski, seconded by Anita Smith, to accept, with regret, the resignation of Edna McNamire, custodian, effective June 1, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **RESIGNATION E. McNAMIRE**
- Motion by Anita Smith, seconded by Sally Christine, to approve home instruction as follows, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried **HOME INSTRUCTION**
- Jayne Hruza to a second grade student, May 14, 2013 to May 28, 2013, up to 10 hours per week.

Motion by Sally Christine, seconded by Jayne Howard, to approve the following personnel for the Summer Program and Summer Enrichment Program, July 15, 2013 – August 2, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

PERSONNEL
SUMMER PROG.
& SUMMER
ENRICHMENT
PROG.

Teachers: Megan Franklin, 3 weeks, 3 hours per day, \$38.13 per hour.
Meredith Feci, 3 weeks, 3 hours per day, \$38.13 per hour.

Motion by Jayne Howard, seconded by Sheila Dempski, to approve the following personnel for summer work, rate to be \$10.50 per hour, hours not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

PERSONNEL
SUMMER
CUSTODIAL
WORK

Kyle Stuber

Motion by Sheila Dempski, seconded by Anita Smith, to approve summer hours for the following staff to service students who transfer in the district from July 1, 2013 to August 31, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

CST SUMMER
HOURS

Lynn Hardcastle, Social Worker -	not to exceed 5 days
Elaine Giaimo, LDTC	- not to exceed 5 days
Alisa Ludwig, Speech	- not to exceed 5 days
Rebecca Guenther, Psychologist	- not to exceed 5 days

Motion by Anita Smith, seconded by Sally Christine, to approve Autumn Stinson, “Teach for America” program, to observe 3 hours with Susi Motzenbecker, grade 6, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

OBS AUTUMN
STINSON

Motion by Sally Christine, seconded by Jayne Howard, to approve the District’s 2013-2016 Technology Plan, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

TECHNOLOGY
PLAN

Motion by Jayne Howard, seconded by Sheila Dempski, to approve the 2013-2014 Professional Development Plan, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

PROFESSIONAL
DEV. PLAN

Motion by Anita Smith, seconded by Sally Christine, to approve the following field trip for the 2012-2013 school year, as recommended by the Superintendent. (*All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles. Parents/guardians are responsible for all fees and transportation costs*). RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried:

FIELD TRIP

- a. Mansfield Elementary School, Mansfield, NJ – 5th grade – Science Enrichment

Maschio’s May income statement handed out.

MASCHIO’S MAY
INCOME
STATEMENT

PRINCIPALS’ REPORT

TECHNOLOGY REPORT

CORRESPONDENCE:

1. State Board Certification – “Evaluation of the Performance of School Districts”
2. New Jersey Department of Education – Election Advisory Timelines for District Elections
3. New Jersey School Boards – Same School Board Dues
4. Thank you from Linda Jenikovsky

COMMITTEE MEETINGS:**Finance & Policy Committee:**

Motion by Sheila Dempski, seconded by Sally Christine, to approve the Bills List from June 1, 2013 to June 17, 2013. MV: Unanimous – Motion carried	BILLS LIST
Motion by Sheila Dempski, seconded by Sally Christine, to approve the attached transfers, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried	TRANSFERS
Motion by Sheila Dempski, seconded by Sally Christine, to authorize the Superintendent to make line item and fund balance transfers thru June 30, 2013, transfers to be approved by the Board at the July 29, 2013 meeting. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried	FUND TRANSFERS
Motion by Sheila Dempski, seconded by Sally Christine, to authorize the Business Administrator to establish an accounts payable for all 2012-2013 purchase orders which have been received but have not been paid. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried	ESTABLISH ACCTS PAYABLE
Motion by Sheila Dempski, seconded by Sally Christine, to authorize the Business Administrator to establish a reserve account for encumbrances for all 2012-2013 purchase orders which have been encumbered but not received by June 30, 2013. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried	ESTABLISH RESERVE ACCOUNT
Motion by Sheila Dempski, seconded by Sally Christine, to adopt the following resolution to transfer current-year surplus to reserves, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried	TRANSFER SURPLUS TO RESERVE

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Washington Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$150,000 into the Capital Reserve Account.

WHEREAS, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$150,000 into the Maintenance Reserve Account.

NOW THEREFORE BE IT RESOLVED by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Motion by Sheila Dempski, seconded by Sally Christine, to approve the second reading and adoption of Policy Alert 198, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

POLICY ALERT 198:**2415 – No Child Left Behind (Revised)**

In lieu of abolishing current NCLB policies deemed inapplicable due to a waiver, it is

2nd READING &
ADOPTION
POLICY 198

recommended that waiver language be inserted into Policy Guide 2415. The New Jersey DOE waiver provisions superseded current DOE policies and/or regulations and the school district shall comply with the requirements as outlined by the DOE's waiver application and subsequent approval by the US Department of Education.

2468 – Independent Educational Evaluations (New)

Due to a memorandum from the US Department of Education to the NJDOE indicating NJ Administrative Code violated the IEE provisions of the Federal Code, Policy 2468 was written so districts could comply with the Federal code.

3230 – Outside Activities (Revised)

Guide disclaims any responsibility for any trip taken without BOE sponsorship.

3281/4281 – Inappropriate Staff Conduct (Revised)

Aligns with the newly approved changes to code regarding reporting of allegations of child abuse and neglect. Also includes the role of the new tenure arbitrator with respect to the dismissal of tenured teachers.

6113 – E-Rate (New)

Provide guidelines for the application, for support, for confirming, for eligibility and for reimbursing telecommunications companies and internet providers for discounted services delivered to schools.

6480 – Purchase of Food Supplies (Revised)

Provides for the purchase of school food supplies up to \$500 – old limit was \$250...

8505 – School Nutrition

Relates to milk offerings – only fat-free and low fat (1%) milk may be served.

Facilities & Transportation Committee:

<p>Motion by Anita Smith, seconded by Sally Christine, to renew the shared services contract with Warren Hills Regional School District for Cathy Kelly to perform additional work, have additional responsibility and put forth effort and time to coordinate transportation for Warren Hills Regional School District. Shared services contract rate to be set at \$18,696 (pro-rated July 1, 2013 thru August 31, 2013) for the 2013-2014 school year, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried</p>	<p>RENEW SHARED SERVICE TRANS. C. KELLY</p>
<p>Motion by Sally Christine, seconded by Jayne Howard, to renew the contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2013 – August 31, 2013 for the sum of \$10,665, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried</p>	<p>PROVIDE COOR. OF TRANS W/WHHS</p>
<p>Motion by Jayne Howard, seconded by Sheila Dempski, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from September 1, 2013 – June 30, 2014 for the sum of \$67,836, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried</p>	<p>APPROVE SHARED SERVICES W/WHHS</p>
<p>Motion by Sheila Dempski, seconded by Anita Smith, authorizing the Business Administrator/Board Secretary to solicit bids for Special Ed transportation for the 2013-2014 school year, as necessary, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried</p>	<p>SOLICIT BIDS FOR SPEC. ED TRANS 2013- 2014</p>
<p>Motion by Anita Smith, seconded by Sally Christine, to accept the following quotes for Summer 2013-2014 Special Ed transportation, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried</p>	<p>ACCEPT SUMMER 13-14 SPEC. ED TRANS.</p>

Increase/Decrease	1.10 per mile
<u>Route #: Q-ESY 13-PM</u> Snyder Bus Service, Inc.	\$ 63.00 per diem - Route <u>16.00 per diem - Aide</u> \$ 79.00 per diem
Increase/Decrease	1.10 per mile
<u>Route #: Q-ESY 13B-AM</u> Snyder Bus Service, Inc.	\$ 69.00 per diem - Route <u>15.00 per diem - Aide</u> \$ 84.00 per diem
Increase/Decrease	1.10 per mile
<u>Route #: Q-ESY 13B-PM</u> Snyder Bus Service, Inc.	\$ 69.00 per diem - Route <u>16.00 per diem - Aide</u> \$ 85.00 per diem
Increase/Decrease	1.10 per mile

Personnel Committee:

Motion by Anita Smith, seconded by Sheila Dempski, to approve the substitutes for the 2013-2014 school year, as listed on attached sheet, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

APPROVE 2013-2014
SUBSTITUTES

Education Committee:

FYI – Handwriting and Keyboarding Curriculum in packet. First reading in July, second reading and adoption in August.

Social studies textbook committee meeting on June 18, 2013.

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 items b, c & h below.

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.

EXECUTIVE
SESSION

- 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
Pending or anticipated litigation
- g. Attorney-client privilege
- h. 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 Individual privacy, Collective bargaining agreements and Personnel – employment matters affecting a specific prospective or current employee. 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: 9:02 p.m.

Keith Neuhs and Valerie Mattes left executive session.

Motion by Jayne Howard, seconded by Anita Smith, to return to open session.

OPEN SESSION

MV: Unanimous – Motion carried Time: 9:44 p.m.

Personnel Committee:

Motion by Jayne Howard, seconded by Sheila Dempski, to approve administration salaries for the 2013-2014 school year, salaries same as in 2012-2013, as listed on attached sheet, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

ADMIN.
SALARIES

Motion by Jayne Howard, seconded by Sally Christine, to increase Elaine Giaimo from 60% to 80% time for the 2013-2014 school year, effective September 1, 2013, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

INCREASE E.
GIAIMO TIME

Motion by Sheila Dempski, seconded by Anita Smith, to approve support staff and salaries for the 2013-2014 school year, as listed on attached sheet, as recommended by the Superintendent. RCV: Christine, Dempski, Smith, Howard and Graf – All voting yes – Motion carried

SUPPORT
STAFF &
SALARIES FOR
2013-2014

ADJOURNMENT

Motion by Anita Smith, seconded by Jayne Howard, to adjourn.

ADJOURNMENT

MV: Unanimous – Motion carried Time: 9:47 p.m.