

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, March 10, 2014

7:30 p.m.

COMMITTEE MEETINGS:

7:00 pm – Personnel Committee – Graf, Mohan Smith

Minutes of March 10, 2014

The Washington Township Board of Education met on Monday, March 10, 2014 at 7:38 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 emailed on February 18, 2014, to the Star Gazette, The Express Times, and to the Clerk of Washington Township.

Members in attendance were Karen Graf, President, Anita Smith, Vice President, Sally Christine, Sheila Dempski and John Trush. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, Valerie Mattes and Keith Neuhs, Principals were also present.

Members absent: Jason Ford and Jude Mohan

Administered the Oath of Office to the new elected Board Member. (Newly elected Board Member sign the Oath of Office) Sheila Dempski. OATH OF OFFICE

Motion by Anita Smith, seconded by Sally Christine, to approve the special meeting minutes of February 18, 2014, as amended. MV: Graf, Christine, Smith and Trush all voting yes, Dempski, abstained – motion carried. MINUTES

Motion by Sally Christine, seconded by John Trush, to approve the executive session minutes of February 18, 2014, as presented. MV: Graf, Christine, Smith and Trush all voting yes, Dempski, abstained – motion carried. EXECUTIVE SESSION

B. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items)

The public may speak for three (3) minutes unless they have requested to be on the agenda. - NONE

C. CURRICULUM MINUTE:

- PARCC – Kim Sigman, Technology Coordinator

D. SECRETARY'S REPORT

Motion by Sally Christine, seconded by John Trush, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending February 28, 2014, as presented. MV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried. STUD.ACT., PETTY CASH & CAFÉ'.RPTS

Motion by Sally Christine, seconded by Anita Smith, to approve the Board Secretary and Treasurer's Reports for the month ending February 28, 2014, as presented. RCV: Graf, Christine, Dempksi, Smith all voting yes, Trush voting no – 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.

Motion by Sheila Dempksi, seconded by Anita Smith, to adopt the following Resolution To Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent. RCV: Graf, Christine, Dempksi, Smith and Trush all voting yes – motion carried.

WITHDRAWAL
MAINTENANCE
RESERVE

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget times or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS, the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$10,000 for Maintenance Accounts for Brass Castle and Port Colden

WHEREAS, according to 6A:23A-14.2E, the Washington Township Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

E. SUPERINTENDENT'S REPORT

Motion by Anita Smith, seconded by Sally Christine, to approve the following substitutes for the 2013-2014 school year, upon completion of employment requirements, as recommended by the Superintendent. RCV: Graf, Christine, Dempksi, Smith and Trush all voting yes – motion carried.

SUBSTITUTES

- Teacher/Paraprofessional: Michael A. Terminelli
- Teacher/Paraprofessional: Dawn Nisivoccia
- Paraprofessional: Denise Molnar
- Nurse: Kelly Ann Livingston & Tiffany Sbriscia

Motion by Sally Christine, seconded by Sheila Dempski, to approve the out-of-district In Service Experiences, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	OOD-IN-SERV. EXPERIENCES
Motion by Anita Smith, seconded by Sally Christine, to accept the resignation of Heather L. Meyerhofer, effective March 4, 2014, with regret, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	RESIGNATION H. MEYERHOFER
Motion by Sally Christine, seconded by John Trush, to approve the 2013-2014 Washington Township school district calendar (revised 2/20/14), as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	REVISED WTSD 2013-2014 CALENDAR
Motion by Anita Smith, seconded by Sally Christine, to approve the 2014-2015 Washington Township school district calendar, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	WTSD 2014-2015 SCHOOL CALENDAR
Motion by Sally Christine, seconded by John Trush, to approve the application for the Child Assault Prevention (CAP) Grant for 2014-2015 in the amount of \$1,208, (with an anticipated WTSD share of program is \$362.40), as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	CAP GRANT APPLICATION 2014-2015
Motion by Sheila Dempski, seconded by Anita Smith, to approve the revised Nursing Services Plan 2013-2014, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	REVISED NURSING SVCS. PLAN 2013-2014
Motion by Anita Smith, seconded by Sally Christine, that the Washington Township School District Board of Education certifies that permission has been granted to apply for funds to support implementation of the <i>Anti-Bullying Bill of Rights Act</i> for the purposes described in the application, in the amount of \$12,950.00, starting on July 1, 2014, and ending on June 30, 2015, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, and Smith, Trush, all voting yes, motion carried.	APPLICATION FOR ANTI- BULLYING FUNDS
Motion by Sally Christine, seconded by Sheila Dempski, to approve Brass Castle School's Action Plan Assurances, (as per New Jersey Department of Education directive, that all schools that did not achieve their Progress Targets memorialize their school action plan) as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith, Trush abstained - motion carried.	BRASS CASTLE SCHOOL'S ACTION PLAN
Motion by Sheila Dempski, seconded by Anita Smith, to approve Patrick R. Trucksess, a student at Rowan University, for Clinical Practice (student teaching), to teach with John Hornyak, fall 2014 placement, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	STUDENT TEACHER
Motion by Anita Smith, seconded by Sally Christine, to approve Barbara Carrubba, a student at Warren County Community college, to complete 5 hours observation during Deborah Cambria's class, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried.	STUDENT TEACHER
Motion by Anita Smith, seconded by Sally Christine, to accept the New Jersey Department of Education Report on HIB Report Card, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith all voting yes, Trush abstained – motion carried.	HIB REPORT CARD
Motion by Sheila Dempski, seconded by Anita Smith, to approve the following substitute nurse per diem rates (no more than 2 days interruption), effective 1/1/2014, as recommended by the Superintendent: RCV: Graf, Christine, Dempski, Smith all voting yes, Trush voting no – motion carried.	SUB. NURSE'S PER DIEM RATE

\$100.00 – 1-5 days
 \$115.00 - 6-15 days (no more than 2 days interruption)
 \$130.00 - 16 days (no more than 2 days interruption)

F. PRINCIPAL'S REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE

CORR.

1. Letter from Heather Meyerhofer
2. Thank You Note from Janine Barzdines
3. Thank You Note from Alisa Ludwig
4. Board Committees & Address List

I. COMMITTEE REPORTS

Finance Committee:

Motion by Sally Christine, seconded by Sheila Dempski, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith all voting yes, Trush voting no – motion carried TRANSFERS

Motion by Sheila Dempski, seconded by Anita Smith, to approve the Bills List for March 2014. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried. BILLS LIST

Motion by Anita Smith, seconded by Sally Christine, to adopt the proposed 2014-2015 school district budget to be submitted to the Executive County Superintendent of Schools for approval. The base budget includes the use of bank cap in the amount \$71,769 to fund technology equipment in preparation for PARCC, a full day kindergarten materials and supplies and provide for a Student Resource Officer. The district intends to complete for said purpose in the 2014-2015 school year. RCV: Graf, Christine, Dempski, Smith, all voting yes, Trush voting no– motion carried. 2014-2015
SCHOOL
DISTRICT
BUDGET

General Fund	\$8,700,712
Special Revenue Fund	\$ 232,500
Total Base Budget	\$8,933,212

General Fund Tax Levy	\$5,732,086
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Policy Committee:

Motion by Sally Christine, seconded by Anita Smith, to approve the second reading and adoption of Policy Alert #201, as recommended by the Superintendent. RCV: Graf, Christine, Smith all voting yes, Dempski abstained, Trush voting no – motion carried. POLICY ALERT
#201

1240 – Evaluation of Superintendent (M) (Revised)

Evaluation of Chief School Administrators requires revisions to Policy and Regulation Guides 1240. Policy Guide 1240 is consistent with the AchieveNJ administrative code and should replace the district's existing Policy Guide 1240. Regulation Guide 1240 provides recommended procedures for the annual summary conference and annual written performance report and should replace the district's existing Regulation Guide 1240. Basic change - BOE Review deadline changed from April to July 1st.

3142 – Nonrenewal of Non-tenured Teach Staff Members (Revised)

Procedure for appearance of Non-tenured Teaching Staff Members before a District Board of Education. Upon Receipt of a Notice of non-reemployment to N.J.A.C. 6A-10-8.1 required several minor revisions to

Policy and Regulation Guides 3142. The Regulation Guide has been revised to provide the Superintendent and the Board two options on how the Superintendent informs the Board regarding the non-renewal of non-tenured teach staff members. One option is the Superintendent informing the Board with a written notice and reasons for each recommendation not to renew before May 15. The second option provides for the Superintendent to conduct an executive session with the Board prior to May 15 to review the Superintendent's recommendations and reasons for each recommendation.

3144 – Certification of Tenure Charges (Revised)

Charges under Tenure Employees' Hearing Act, requires revisions to Policy and Regulation Guides 3144. Significant changes in the TEACHNJ statutes and AchieveNJ administrative code concern filing of tenure charges for inefficiency. N.J.S.A. 18A:6-17.3 **requires** the Superintendent to file tenure charges of inefficiency when a teacher, Principal, Vice Principal, or Assistant Principal received substandard evaluation ratings in two consecutive years.

3221 – Evaluation of Teachers (M) (New)

The details of the new requirements of TEACHNJ and AchieveNJ for a teacher whose annual evaluation is subject to student growth objectives are outlined in Policy and Regulation Guides 3221.

3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)

The details of the new requirements of TEACHNJ and AchieveNJ for a teaching staff member as defined in Policy and Regulation Guides 3222 are outlined in the Policy and Regulation Guide.

3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)

Policy and Regulation Guides 3223 provide the evaluation procedures for administrators, excluding Principals, Vice Principals, and Assistant Principals. These administrator positions include supervisors, directors, or any other administrative position in the district working under an administrative certificate.

3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)

Policy and Regulation Guides 3222 provide the evaluation procedures Principals, Vice Principals, Assistant Principals, and other administrators. The following provisions of N.J.A.C. 6A:10 regard Principals, Vice Principals, and Assistant Principals:

4146 – Nonrenewal of Non-tenured Support Staff Members (Revised)

Procedure for Appearance of non-tenured Teaching Staff Members before a District Board of Education upon Receipt of a Notice of Non-reemployment to N.J.A.C. 6A-10.8.1. Non-renewal of Non-tenured Support Staff Members is very similar to Policy and Regulation Guides 3142. Non-renewal of Non-tenured Teaching Staff Members as most districts follow the same timelines and process for the nonrenewal of non-tenured teaching staff members and non-tenured support staff members.

J. 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

K. EXECUTIVE SESSION - if required as indicated in items b below.

EXECUTIVE
SESSION

Motion by Anita Smith, seconded by Sally Christine, 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. Tactics or techniques utilized in protecting public safety and property
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 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. Anticipated action on HIB incident.

MV: Unanimous – Motion carried Time: 9:30 p.m.

Motion by Anita Smith, seconded by Sally Christine, to return to open session.

MV: Unanimous – Motion carried Time: 9:35 p.m.

Motion Anita Smith, seconded by Sally Christine, to accept HIB Incident BC02-05-04, as recommended by the Superintendent. RCV: Graf, Christine, Dempski, Smith and Trush all voting yes – motion carried. HIB INCIDENT

L. ADJOURNMENT

ADJOURNMENT

Motion by Anita Smith, seconded by Sally Christine to adjourn.

MV: Unanimous – Motion carried Time: 9:37 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary

