

## WASHINGTON TOWNSHIP BOARD OF EDUCATION

### REGULAR MEETING

Monday, November 13, 2017

7:30 p.m.

Minutes of November 13, 2017

Call to order by President.

Time: 7:33 p.m.

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 January 13, 2017 to The Star Gazette and to the Clerk of Washington Township.

Flag Salute

Members in attendance: Joseph Armstead, Vice President, Jude Mohan, Kimberley Morris (7:38 pm), Anita Smith and Karen Graf, President

Members absent: Cheryl Noll and Lauren Schlaffer

Motion by Jude Mohan, seconded by Anita Smith, to approve the minutes of October 16, 2017, as presented. MV: all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the executive minutes of October 16, 2017 as presented. MV: all voting yes, motion carried.

#### **B. PUBLIC QUESTIONS & DISCUSSIONS:** (Agenda Items) - NONE

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

#### **C. SECRETARY'S REPORT:**

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the Student Activity, Petty Cash and Cafeteria account reports for the month ending October 31, 2017, as presented. MV: all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve the line item transfers, as recommended by the Superintendent. RCV: Armstead, Mohan, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the Bills List for November 2017. MV: all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the Board Secretary's and Cash Reports for the month ending October 31, 2017, as presented. RCV: Armstead, Mohan, Smith and Graf, all voting yes, motion carried.

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 Jude Mohan, seconded by Anita Smith, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommend by the Superintendent. RCV: Armstead, Mohan, Smith and Graf all voting yes, motion carried.

WHEREAS, N.J.S.A. 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 school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A26A-4.

WHEREAS, the aforementioned statues 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:

\$15,545, Port Colden Emergency Expansion Tanks for boiler

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.

#### **D. 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 four months after the end of the school fiscal year.

- Audit and CAFR presentation by Anthony Ardito, Auditor

#### **E. SUPERINTENDENT'S REPORT:**

Kimberley Morris arrived at 7:38 p.m.

Motion by Jude Mohan, seconded by Kimberley Morris, to accept the Comprehensive Annual Financial Report of Administrative Findings Financial Compliance and Performance, for the fiscal year ended June 30, 2017, and note that there were no audit recommendations. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2017-2018 school year (2015 revisions), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Anita Smith to approve district Social Studies Curriculum, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve submission of New Jersey Quality Single Accountability Continuum (QSAC) "Statement of Assurance" (SOA), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve the following field trips for the 2017-2018 school year, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

(All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles or otherwise noted. Parents/guardians are responsible for all fees and transportation costs).

Grade	Date	Destination
Pre-K	2/9/2018	Tag A Long, Tag-A-Long, Lake Hopatcong, NJ
2	4/20/2018	Franklin Institute, Philadelphia, PA

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve Louis Jester, a student at Centenary University, for a Clinical Internship (dual certification - total 15 weeks), at Brass Castle School, in Susan Peterson's and Joanne's Mitch's class, from January 22, 2018 to on or about May 13, 2018, as recommend by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve Jenna Henderson, a student at Fairleigh Dickinson University, for field experience I at Brass Castle School, spring 2018, total of 5 days between January 3, 2018 and January 19, 2018, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve Hayley Searles, a student at Fairleigh Dickinson University, for field experience I & II, at Port Colden School, spring 2018, total of 10 days between January 3, 2018 and January 19, 2018, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve monies for staff recognition, not to exceed \$1,000, to acknowledge the Washington Township School District being named a “Lighthouse School District” by the New Jersey Department of Education, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the out-of-district in-service experiences, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Jean Flynn & Jennifer Hikade	NJASBO-Payroll Fundamentals	\$100 (each)	12/7/2017	58 RT	-	-	-	-

**F. PRINCIPAL’S REPORT:**

**G. TECHNOLOGY REPORT:**

**H. CORRESPONDENCE:**

**I. COMMITTEE REPORTS:**

**Education:**

**Facilities:**

Motion by Jude Mohan, seconded by Anita Smith, to accept the following quotes for emergency replacement of expansion tanks at Port Colden School, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

MPA	HOBBIE HEAT	IRON MOUNTAIN MECHANICAL LLC
\$19,600	\$14,659	\$15,545

Motion by Anita Smith, seconded by Joseph Armstead, to award the emergency replacement of expansion tanks at Port Colden School, as follows, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Iron Mountain Mechanical, LLC \$15,545

*(We accepted the higher quote since it includes an expedited shipping fee to receive the tanks within two weeks from ordering while others were approximately four weeks.)*

Motion by Joseph Armstead, seconded by Anita Smith, to approve the Interlocal Agreement with The Pollution Control Financing Authority of Warren County, New Jersey to provide disposal bulk waste at the Landfill at disposal fee of \$79.00 per ton from December 1, 2017 to February 28, 2018, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Jude Mohan, to accept the following asset inventory and valuation services proposals, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

<b>Company</b>	<b>Cost</b>	<b>1<sup>ST</sup> Year Anniversary</b>
Industrial Appraisal Company	\$2,295	\$220
AssetWorks LLC	\$5,700 + \$4,900 (Software)	\$1,620

Motion by Jude Mohan, seconded by Anita Smith, to award the asset inventory and valuation services proposal to Industrial Appraisal Company at a cost of \$2,295, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

#### **Finance & Policy Committee:**

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the second reading and adoption of the following revised policies and regulations as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

N.J.A.C. 6A:9 Recodification to N.J.A.C. 6A:9, 6A:9A, 6A:9B, and 6A:9C Policy and Regulation Guide Updates.

P2700	Services to Nonpublic School Students (M) (Revised)
P&R 7100	Long-Range Facilities Planning (M) (Revised)
P&R 7101	Educational Adequacy of Capital Projects (Revised)
P7102	Site Selection and Acquisition (Revised)
P7130	School Closing (Revised)
P7300	Disposition of Property (Revised)
R 7300.1	Disposition of Instructional Property (Abolished)
R7300.2	Disposition of Land (Revised)
R7300.3	Disposition of Personal Property (Revised)
R7300.4	Disposition of Federal Property (Revised)

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the 1st reading (review) of the following Bylaws, as recommended by the Superintendent, RCV:

0110	Identification
0120	Authority and Powers
0131	Bylaws and Policies
0132	Executive Authority
0133	Adjudication of Disputes
0134	Board Self Evaluation
0141	Board Members Number and Term (Revised)
0142	Board Members Qualifications, Prohibited Acts and Code of Ethics

**Personnel:**

Motion by Anita Smith, seconded by Joseph Armstead, to approve Jane Iuvone, as a part-time Paraprofessional, Step 3, for the 2017-2018 school year, salary to be at an hourly rate of \$13.10, effective November 14, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf all voting yes, motion carried.

**J. PUBLIC QUESTIONS AND DISCUSSION** - old and/or new business. (The public may speak for three (3) minutes on non-agenda items, unless they have requested to be on the agenda.) - NONE

**K. EXECUTIVE SESSION** - if required as indicated in items a & b.

Motion by Jude Mohan, seconded by Joseph Armstead, 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. Anticipated action on HIB incident.

- 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 Matters rendered confidential by Federal Law, State Law, or Court Rule and 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: 8:18 p.m.

Motion by Jude Mohan, seconded by Kimberley Morris, to return to open session.

MV: unanimous, motion carried Time: 8:40 p.m.

Motion by Joseph Armstead, seconded by Anita Smith, to accept administrative determination for HIB incident BC101717, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to accept administrative determination for HIB incident BC110217-A, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to accept administrative determination for HIB incident BC110317-B, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf, all voting yes, motion carried.

#### **L. ADJOURNMENT**

Motion by Jude Mohan, seconded by Kimberley Morris, to adjourn.

MV: unanimous, motion carried

Time: 8:41 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary