

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, June 11, 2018

7:30 p.m.

A. AGENDA:

1. Call to order by President.

Time: _____

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have 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 12, 2018, to The Star Gazette and to the Clerk of Washington Township.

2. Flag Salute

Roll Call:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Present							

B. PRESENTATIONS:

- Artwork Presentation: Daniel Nozza, Gr. 6, representing Brass Castle School and Aristeia Vouloumanos, Gr. 3, representing Port Colden School
- Eagle Scout Presentation: Jack Warsen
- Makerspace Presentation: Christine Drevitch

3. Motion by _____, seconded by _____, to approve the minutes of May 14, 2018, as presented. MV:

4. Motion by _____, seconded by _____, to approve the executive session minutes of May 14, 2018, as presented. MV:

C. PUBLIC QUESTIONS AND DISCUSSION: (agenda items)

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

D. SECRETARY'S REPORT:

5. Motion by _____, seconded by _____, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending May 31, 2018, as presented. MV:

6. Motion by _____, seconded by _____, to approve the attached transfers, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

7. Motion by _____, seconded by _____, to approve the Bills List from June 1, 2018-June 11, 2018. MV:

8. Motion by _____, seconded by _____, to approve the Board Secretary’s and Cash Reports for the month ending May 31, 2018, as presented. RCV:

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 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.

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

E. SUPERINTENDENT’S REPORT

9. Motion by _____, seconded by _____, to approve Jennifer P. Costa, School Nurse, Step 10 BA+15, salary to be \$61,200, upon completion of employment requirements, effective September 1, 2018, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

10. Motion _____, seconded by _____, to approve Amy DeFeo, Teacher, Step 2 BA, salary to be \$49,390, upon completion of employment requirements, effective September 1, 2018, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

11. Motion by _____, seconded by _____, to approve Katherine Ferrara, Occupational Therapist, Step 16 MA, salary to be \$79,110, upon completion of employment requirements, effective September 1, 2018, as recommended by the Superintendent.RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to approve Toni Smith, Teacher, Step 3 BA, salary to be \$49,900, upon completion of employment requirements, effective September 1, 2018, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

13. Motion by _____, seconded by _____, to approve Matthew E. Hoffman, as a full time Custodian, salary to be \$13.75 hourly rate, effective on or about June 18, 2018, upon completion of employment requirements (completion of black seal license required for continuation of employment), as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve an adjustment to salary, for Sarah Femia, Teacher, for the 2018-2019, school year from MA, Step 9, salary \$62,310 to MA, Step 8, salary \$59,910, due to childcare leave, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

15. Motion by _____, seconded by _____, to approve a change in preparation classification, for Stacie Paruta, from MA to MA+15, salary to be \$68,410, effective September 1, 2018, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities and Transportation Supervisor’s contract for the 2018-2019 school year, as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to approve the following substitutes for the 2017-2018 school year, pending completion of hiring requirements, as recommended by the Superintendent. RCV:

- Teacher/Paraprofessional: Daniela B. Cleveland and Louis G. Jester

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

18. Motion by _____, seconded by _____, to approve the following 2018 summer custodians, at the summer hourly rate below, (upon completion of employment requirements), as recommended by the Superintendent. RCV:

NAME	RATE
Timothy Drevitch	\$10.00/hr.
Cooper Gabrich	\$10.00/hr.
Lilianna Mikituk	\$10.00/hr.
Grace Noctor	\$10.00/hr.
Nicole Sorge	\$10.00/hr.
Michael Wassmuth	\$10.00/hr.

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

19. Motion by _____, seconded by _____, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV:

Staff Member	Type of Travel/ Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Peggy Edmiston	School Transportation Supervisors (STS)	0	6/1/2018	108	0	0	0	0
Patricia Romel	Response to Intervention Training	0	6/6/2018	23.6	0	0	0	0

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to enter into an Interlocal Service Agreement with The Township of Washington to provide School Resource Officer (SRO) services, commencing September 1, 2018 through June 20, 2023. The fee for the 2018-2019 school year for two (2) School Resource Officers (SRO's) is \$109,444, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report for the 2016-2017 school year, for Brass Castle and Port Colden Schools, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

22. Motion by _____, seconded by _____, to approve the following appointment for the 2018-2019 school year, as recommended by the Board. RCV:

- School Safety Specialist - Keith T. Neuhs

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to approve the submission of the 2018-2019 ESEA Grant Application, as recommended by the Superintendent. RCV:

- Title 1-A - \$38,413
- Title II-A - \$ 9,106

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

24. Motion by _____, seconded by _____, to place the following additional students in the Washington Township Extended School Year Program (ESY), at Brass Castle School, June 27-July 27, 2018 (no ESY July 4, 5, 6), 8:30-12:30 p.m., as recommended by the Superintendent. RCV:

- ID # - 13916863, 12602835, 13423217

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

25. Motion by _____, seconded by _____, to approve the following personnel for the 2018 Extended School Year Program, June 27-July 27, 2018 (no ESY July 4, 5, 6), 8:30-12:30 p.m., as recommended by the Superintendent. RCV:

Staff Member	Position	Rate
Colleen Starke	Teacher	\$38.13

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

26. Motion _____, seconded by _____, to accept the donation of an Outdoor Chess Game for Brass Castle School, (approximate value of \$500.00), created by Eagle Scout, Jack Warsen, as recommended by the Superintendent. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

27. Motion by _____, seconded by _____, to approve the following 5th grade class trip – (donkey naming contest winner- no cost to district, students will be walking accompanied by teachers), as recommended by the Superintendent.

- VonThun Farms– June 11, 2018

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer		Anita Smith	Karen Graf
Yes								
No								
Abstain								

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

- Letter from Yvette Kohn

I. COMMITTEE MEETINGS:

Education:

Facilities:

28. Motion by _____, seconded by _____ to set the school lunch prices for 2018-2019 school year (same as 2017-2018) as recommended by the Superintendent. RCV:

	2018-2019	2017-2018
Student Lunch	\$2.85	\$2.85
Extra Entrée w/lunch	2.00	2.00
Student Entrée Only	2.25	2.25
Milk	.60	.60
Adult Lunch	3.50	3.50
Adult Entrée Only	2.90	2.90
Reduced	.40	.40
Student Breakfast	1.50	1.50
Adult Breakfast	2.00	2.00

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

29. Motion by _____, seconded by _____, to accept the quotes for 2018-2019 Special Education Transportation, as recommended by the Superintendent. RCV:

SNYDER BUS	BUS 18A	BUS 18B
Route Cost	\$155.00/diem	\$165.00/diem
Aide Cost	\$25.00/diem	\$30.00/diem
Total Cost	\$180.00/diem	\$190.00/diem
Adjustment Cost	\$0.99 per mile	\$0.99 per mile

GST	BUS 18A	BUS 18B
Route Cost	\$179.50/diem	\$169.50/diem
Aide Cost	\$20.00/diem	\$20.00/diem
Total Cost	\$199.50/diem	\$189.50/diem
Adjustment Cost	\$1.25 per mile	\$1.25 per mile
FIRST STUDENT	No Quote	No Quote

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

30. Motion by _____ seconded by _____ to award the contract for the 2018-2019 Special Education Transportation, as follows, as recommended by the Superintendent. RCV:

SNYDER	BUS 18A
Route Cost	\$155.00/diem
Aide Cost	\$ 25.00/diem
Total Cost	\$180.00/diem
Adjustment Cost	\$.0.99 per mile

GST	BUS 18B
Route Cost	\$169.50/diem
Aide Cost	\$ 20.00/diem
Total Cost	\$189.50/diem
Adjustment Cost	\$1.25 per mile

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

31. Motion by _____, seconded by _____, to authorize the Business Administrator to establish a reserve account for encumbrances for all 2018-2019 purchase orders which have been encumbered but not received by June 30, 2019. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

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

WHEREAS, the 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 \$400,000 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 \$200,000 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.

Finance & Policy:

32. Motion by _____, seconded by _____, to approve the 1st reading of the following revised policies, as recommended by the Superintendent. RCV:

- 4433 Vacations
- 4436 Personal Leave

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

Personnel Committee:

33. Motion by _____, seconded by _____ to authorize the Superintendent to hire personnel during summer months upon verbal approval from the board of education president and chairperson of the personnel committee. The motion for approval of personnel will be brought to the board at the next scheduled board meeting. RCV:

	Joseph Armstead	Casey Grimm	Kimberley Morris	Cheryl Noll	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

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.)

K. EXECUTIVE SESSION - if required as indicated in items a, b, c, g, h & i below.

34. Motion by _____, seconded by _____, 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 Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy, Collective bargaining agreements, Pending or anticipated litigation, Attorney-client privilege and Personnel – employment matters affecting a specific prospective or current employee/Superintendent Evaluation. 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 of HIB incidents.

MV: Time: _____

35. Motion by _____, seconded by _____, to return to open session.

MV: Time: _____

L. ADJOURNMENT

36. Motion by _____, seconded by _____, to adjourn.