

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, November 12, 2018**

**7:30 p.m.**

**Minutes of November 12, 2018**

Call to order by President.

Time: 7:37 p.m.

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.

**Flag Salute**

Members in attendance: Karen Graf, President, Cheryl Noll, Vice-President, Kimberley Morris and Lauren Schlaffer

Members absent: Joseph Armstead, Casey Grimm and Anita Smith

Motion by Cheryl Noll, seconded by Kimberley Morris, to approve the minutes of October 15, 2018, as presented. MV: all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Kimberley Morris, to approve the executive minutes of October 15, 2018, as presented. MV: all voting yes, motion carried.

**B. PUBLIC QUESTIONS & DISCUSSIONS: (Agenda Items)**

- a. The public may speak for three (3) minutes on agenda items, unless they have requested to be on the agenda.
  - Leslie Chernykh – substitute pay
  - Raphael Margolin -substitute pay

**C. SECRETARY'S REPORT:**

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the Student Activity, Petty Cash and Cafeteria account reports for the month ending October 31, 2018, as presented. MV: all voting yes, motion carried

Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve the line item transfers, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Lauren Schlaffer, to approve the Bills List for November 2018. MV: all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Cheryl Noll, to approve the Board Secretary's and Cash Reports for the month ending October 31, 2018, as presented. RCV: Morris, Noll, Schlaffer, 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 Cheryl Noll, seconded by Kimberley Morris, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommend by the Superintendent. RCV: Morris, Noll, Schlaffer, 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:

\$3,550	2 Burnishers (BC & PC)
\$7,220	BC Bathroom Stall Replacement
\$5,000	OSH Security Intercom/Camera
\$90,000	PC Basement Windows and Door Replacement

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. SUPERINTENDENT'S REPORT:**

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve Kimberly Loftis, as a Long-Term

Substitute Teacher, (for Kara Cruts), Step 1 BA, salary to be \$48,790 (pro-rated), upon completion of employment requirements, effective on or about November 12, 2018, to on or about March 1, 2019, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve Sarah Femia, as formal mentor for Kimberly Loftis, effective on or about November 12, 2018, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve Angelina Briganti, part-time Paraprofessional, Step 1, for the 2018-2019 school year, upon completion of employment requirements, salary to be \$14.70, hourly rate, (ABA Level 1), effective, on or about November 13, 2018, not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Kimberley Morris, to approve a change in preparation classification, for Colleen Starke, from BA to BA+30, salary to be \$54,950, effective November 1, 2018, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve maternity leave for Rebecca Whalen, effective on or about January 2, 2019, utilizing sick days (per contract), the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family and Medical Leave (FLA) and return to work on or about April 28, 2019, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Katherine Ferrara	Social Thinking-Zooming In	0	12/13/2018	0	0	0	0	0

Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve home instruction for student # 13425350, for effective on or about December 3, 2018, for approximately 6 to 8 weeks, home instructor TBD, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Kimberley Morris, to approve the following field trip for the 2018-2019 school year, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, 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
6 <sup>th</sup>	05/29/2019	Minskoff Theater, New York, NY

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the NJSBA Superintendent Evaluation tool for the 2018-2019, school year, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer, Graf all voting yes, motion carried.

**E. PRINCIPAL'S REPORT:**

**F. TECHNOLOGY REPORT:**

**G. CORRESPONDENCE:**

- Letter from State of New Jersey – Department of Education
- Letter from Rebecca Whalen
- Letter from Cheryl Noll
- Email from Joseph Armstead

Motion by Kimberley Morris, seconded by Cheryl Noll, to accept, with deep regret, the immediate resignation of board member, Joseph Armstead, as recommended by the Superintendent. RCV: Morris, Noll and Graf, all voting yes, Schlaffer voting no, motion carried.

Motion by Kimberley Morris, seconded by Cheryl Noll, to accept, with deep regret, the resignation of board vice-president, Cheryl Noll, effective December 15, 2018, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve advertising for open board positions, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

**H. COMMITTEE REPORTS:**

**Education: none**

**Facilities: none**

Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve the M-1 (Annual Maintenance Budget Amount Worksheet), as per N.J.A.C 6A:26A-4.1 to be submitted to the Executive County Superintendent, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Kimberley Morris, to approve the submission of the Comprehensive Maintenance Plan (CMP) for 2017-2018, 2018-2019, 2019-2020, as per 6A:26A-3.1 to the Executive County Superintendent, as presented and recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the amended Long-Range Facility Plan, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Cheryl Noll, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Q-2 Grade – Liberty Science Center, Jersey City, NJ

Easton Coach (47 passenger)	2 buses @ \$1, 196	Total = \$2,390
Frank Martz Coach Co. (55 passenger)	2 buses @ \$ 776	Total = \$1,552
Panorama Tours (55 Passenger)	2 buses @ \$1,105	Total = \$2,210

Motion by Cheryl Noll, seconded by Kimberley Morris, award the contract for Q-2<sup>nd</sup> Grade class trip, Liberty Science Center, Jersey City, NJ, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Frank Martz Coach Co. (55 passenger)	2 buses @ \$ 776	Total = \$1,552
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Motion by Kimberley Morris, seconded Lauren Schlaffer, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Q-5th Grade – Museum of the American Revolution, Philadelphia, PA

Easton Coach (49 passenger)	2 buses @ \$1,250	Total = \$2,500
Frank Martz Coach Co. (56 passenger)	2 buses @ \$ 895	Total = \$1,790
Panorama Tours (55 passenger)	2 buses @ \$1,180	Total = \$2,360

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to award the contract for Q-5<sup>th</sup> Grade class trip, Museum of the American Revolution, Philadelphia, PA, as follows, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Frank Martz Coach Co. (56passenger)	2 buses @ \$ 895	Total = \$1,790
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**Finance & Policy Committee: none**

**Personnel: none**

**I. 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.)

Tracy Padilla spoke on membership and grants

Jennifer Knittel suggested not to include dates of class trips on agenda

**J. EXECUTIVE SESSION** - if required as indicated in items a, b, g, & h, i

Motion by Lauren Schlaffer, seconded by Kimberley Morris, 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 Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual Privacy, Pending or anticipated litigation, Attorney-client privilege, 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: 8:27 p.m.

Motion by Cheryl Noll, seconded by Kimberley Morris, to return to open session.

MV: unanimous, motion carried                      Time: 8:38 p.m.

#### **K. ADJOURNMENT**

Motion by Cheryl Noll, seconded by Lauren Schlaffer, to adjourn.

MV: unanimous, motion carried                      Time: 8:38 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary