

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, October 14, 2019

7:30 P.M.

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Minutes of October 14, 2019

Call to order by President.

Time: 7:32 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 11, 2019, to The Star Gazette and to the Clerk of Washington Township.

Flag Salute

Members in attendance: Casey Grimm, Edward Kemp, Kimberley Morris, Lauren Schlaffer, Anita Smith-Vice President and Karen Graf-President. In addition, Keith T. Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia and Michael Neu, Principals

Members absent Jennifer Knittel

**B. PUBLIC HEARING:**

- a. As per Public Law 6A:16-2.1 each school district shall, in consultation with their school physician, create a District Nursing Services Plan. The plan shall be adopted annual during a public hearing conducted at a regular board of education meeting: Nursing Services Plan

Motion by Anita Smith, seconded by Edward Kemp, to approve the Nursing Services Plan for 2019-2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**C. PUBLIC QUESTIONS AND DISCUSSION: (agenda items) - NONE**

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

**D. PRESENTATIONS:**

- School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act – Deborah Tierney  
Board accepted the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Report, as presented
- Spring 2019 Statewide Assessment Results – Keith T. Neuhs, Superintendent

Motion by Edward Kemp, seconded by Kimberley Morris, to accept the 2018-2019 Student Safety Data System Report, as presented. MV: all voting yes, motion carried.

Report Period 1 School	HIB Confirmed	HIB Alleged
Brass Castle	1	0
Port Colden	0	0
Total	1	0

Report Period 2 School	HIB Confirmed	HIB Alleged
Brass Castle	1	1
Port Colden	0	2
Total	1	3

2018-19 School Year School	HIB Confirmed	HIB Alleged
Brass Castle	2	1
Port Colden	0	2
Total	2	3

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the minutes of September 9, 2019, as presented. MV: all voting yes, Schlaffer abstained, motion carried.

**E. SECRETARY’S REPORT:**

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending August 31, 2019 and September 30, 2019, as presented. MV: all voting yes, motion carried.

Motion by Casey Grimm, seconded Anita Smith, to approve the line item transfers, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the Bills List for October 2019. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Casey Grimm, to approve the Board Secretary’s and Cash Reports for the month ending August 31, 2019 and September 30, 2019, as presented. RCV: Grimm, Kemp, Morris, Schlaffer, 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 over expended 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.

**F. SUPERINTENDENT'S REPORT:**

Motion by Kimberley Morris, seconded by Lauren Schlaffer , to approve Gail Marascia, part-time Paraprofessional, Step 1, for the 2019-2020 school year, effective on or about October 21, 2019, upon completion of employment requirements, hourly rate \$13.00, not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the following substitutes for the 2019-2020 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Teacher/Aide – Nancy E. Tohme  
 Teacher/Aide – Shannon Tubman

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Jennifer Borusovic, Robert Borusovic, Cheryl Campbell, Amie DeFeo, Melissa Freitas, Jessica Garcia, Thomas Graham, Erin Karl, Heidi Kaiven, Susan Maurer, Shannon McEvoy, Joanne Mitch, Michael Neu, Joan Reape-Pare, Stacie Paruta, Nicholas Rizzo, Patricia Romel, Stephen Scism, Nicole Smith, Toni Smith, Kaleigh Soles, Deborah Tierney, Rebecca Whalen, Genevieve Williams	CPI Non-Violent Crisis Intervention ½ day refresher course – Janice Fantuzzi  Hampton Public School, Hampton, NJ	\$1324.00	10/14/19	Not to exceed 13 miles/RT  (work to Hampton or shorter distance)	-	-	-	-

Angelina Briganti, Deborah Corrado, Cynthia Daniel, Deborah Dunlap, Nancy Lilly, Sheridan Mecca, Colleen Morea, Kristina Navarro, Barbara Pierson, Margaret Prendergast, Agatha Russo, Ann Marie Schulte, Renee Seiz, Antoinette Standish, Michelle Van Nest, Courtney Ward	CPI Non-Violent Crisis Intervention ½ day refresher course – Janice Fantuzzi  Hampton Public School, Hampton, NJ	-	10/14/19	Not to exceed 13 miles/RT  (work to Hampton or shorter distance)	-	-	-	-
Jennifer Costa, Noreen McGeary	WCSNA-School Nurses Association In-Service Hackettstown Healthy Living Center, Hackettstown, NJ	-	10/14/19	Not to exceed 30 miles/RT	-	-	--	
Maureen Miller  Rachael Rhinehart	Call Taker Training for Bomb Threats and Threats of Violence – Phillipsburg HS. Phillipsburg, NJ	0	10/14/19	24	-	-	-	-
Jesse Wyke	WC Speech Language Annual Workshop - Rutherford Hall, Allamuchy, NJ	\$90.00	10/14/19	25	-	-	-	-
Dawn Baxendale, Pamela Casserly, Lisa Galoppo, Laura Hawk, Jamie Hussey, Raphael Margolin, Anissa Mikitiuk, Susan Motzenbecker, Dawn Nisivoccia, Susan Peterson	Sparta Learning Academy Educators’ Summit – PD on Grading and Homework- Sparta Township Public School, Sparta, NJ	\$750.00	10/14/19	Not to exceed 85 miles/RT  (work to Sparta or shorter distance)	-	-	-	-
Sarah Bettenhausen, Nicole Campagna, Kelly Carney, Michele Cooper, Kara Cruets, Christine Drevitch, Sarah Femia, Susan Graham, Leslie Krause, Jennifer Kruger, Amybeth Kupcha, Ruth O’Cone, Kathryn Penner, Gina Renner, Pamela Slack Colleen Starke	Social Emotional Learning in Today’s Classroom – Frankford Township School, Branchville, NJ	0	10/14/19	Not to exceed 75 miles /RT  (work to Branchville or shorter distance)	-	-	-	
Michele Mahon	Research Simulation Task & Literacy Analysis Task- Frankford Township School, Branchville, NJ	0	10/14/19	Not to exceed 75 miles /RT  (work to Branchville or shorter distance)	-	-	-	-

Erin Karl	NJASSW Fall Workshop Monroe Township, NJ	\$95.00	10/22/19	112	-	-	-	-
Laura Dahmer	North Jersey School Music Association – Meaningful Movement Mountain Lakes, NJ	\$95.00	10/14/19	45	-	-	-	-
Shannon McEvoy	NJDOE Kindergarten Seminar 1 Trenton, NJ	0	10/28/19	95.4	-	-	-	-
Shannon McEvoy	NJDOE Kindergarten Seminar 2 Trenton, NJ	0	1/16/20	95.4	-	-	-	-
Ruth O’Cone	NJ State Bar Association Role of the School Climate Team New Brunswick, NJ	0	12/5/19	87.8	-	-	-	-
Peggy Edmiston	STS General Meeting – Monroe Township, NJ	0	12/6/19	112.2	-	-	-	-
Stacie Paruta	PESI Autism De-Escalate Explosive Behaviors in Children and Adolescents Parsippany, NJ	\$249.00	12/13/19	76	-	-	-	-

Motion by Anita Smith, seconded by Edward Kemp, to approve \$26,000 of Susan Graham’s salary to be funded by the 2019-2020 ESSA Federal Grant, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the following field trips for the 2019-2020 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, 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	Destination
1	Crayola Factory, Easton, PA
6	Minskoff Theatre , New York, NY

### G & T Enrichment Experiences

(The Board of Education will pay the transportation costs of the following trips :)

GRADE	ACTIVITY	LOCATON
2 & 3	Math Magicians	Pohatcong School, Phillipsburg, NJ
3 & 4	Physics	Mansfield Elementary School, Port Murray, NJ
3 & 4	Battle of the Books	Belvidere, Oxford Street School, Belvidere, NJ
4	Mindnastics	Blairstown Evangelical Free Church, Blairstown, NJ
4, 5, 6	Chess	Rutherford Hall Allamuchy, Hackettstown, NJ
5	Strategic Thinking	Washington Borough Memorial School, Washington, NJ
5 & 6	Debate	North Warren Regional Middle School, Blairstown, NJ
5 & 6	Battle of the Books	Great Meadows School, Great Meadows, NJ
5 & 6	Spelling Bee	Phillipsburg Middle School, Phillipsburg, NJ
6	Convocation	Evangelical Free Church of Blairstown, Blairstown, NJ
6	Robotics	Harmony Township School, Phillipsburg, NJ

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the Peer Leaders Program and the 2019-2020. Peer Leaders, from Warren Hills Regional High School, to volunteer in our district on the following dates, November 11, December 6, January 9, February 7, March 9, April TBD and May TBD. Make up days on the following dates, November 18, December 12, January 15, February 13, March 13, April TBD and May TBD. Description of the program is as follows, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

*Peer Leadership is a full-year training course AND extra-curricular program for students interested in serving as peer leaders during their senior year. Participants will study models designed to promote positive influence on the behavior, ideas, attitudes, and decisions of students in our school community. The course is taught by trained faculty, with significant portions of the class dedicated to actual group experience. Acceptance into the course is dependent on the selection process by a faculty committee. The criteria are: academics; leadership qualities or potential for leadership; dynamism; respect of teachers and peers; disciplinary record; demonstrated willingness to work with all members of the school community regardless of gender, sexual orientation, race, ethnicity, socio-economic class, clique, or cultural sub-group; evidence of high moral character. To be considered for acceptance to the program, students must register for the class with their guidance counselors. Under normal circumstances, students will be notified about their acceptance or rejection to the program no later than the last day of school. All students selected for this program will be required to attend mandatory summer training at the high school.*

**2019-2020 Peer Leaders:** Alyssa Cupo, Marissa Dillon, Vanessa Falzarano, Paulina Georgoutsos, Nick Hildebrant, Heather Laffan, Caroline Larsen, Alex Lino, Julie Ruskan, Alexis dos Santos, Jake Smith, Advika Thodina, Amanda Tom.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve Jenna Henderson, a student at Fairleigh Dickson University, to complete 10 days, as a student teacher, at Port Colden School in Mrs. Kupcha, 2<sup>nd</sup> grade class, for Field Experience III, starting January 2, 2020 to January 17, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Anita Smith, to approve the following Home Instructors, for the 2019-2020 school year, on an “as-needed” basis at a rate of \$30.00/hr., as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Christine Drevitch
- Heidi Kaiven

Motion by Anita Smith, seconded by Edward Kemp, to approve the following substitute school nursing service for the 2019-2020 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Company	Rate
Bayada Home Care	\$62.00/hr.

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the contract with E-Rate Partners, LLC to provide E- Rate services for Funding Year 2020 (July 1, 2020-June 30, 2021) Category 1 at \$1,000 and Category 2 (if applicable) at \$600.00 per year, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Casey Grimm , to approve contracting for a speech therapist through Warren County Special Services School District, to provide speech services, on or about November 11, 2019 through February 1, 2020, at the rate of \$89.50/hr., (anticipated 30 hrs./week and a 6% admin. fee), as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

Q-6 Grade – Minskoff Theatre, NY, NY

COMPANY	# OF PASSENGERS	# OF BUSES	TOTAL COST
Frank Martz Coach Co.	55	2 buses @ \$1,378	\$2,756
Panorama Tours, Inc.	55	2 buses @ \$1,565	\$3,130
Transbridge Lines, Inc.	54	2 buses @ \$1,321	\$2,642

Motion by Edward Kemp, seconded by Kimberley Morris, to award the contract for the Q-6<sup>th</sup> Grade class trip. Minskoff Theatre, NY, NY as follows, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Transbridge Line, Inc.	54 passenger	2 buses @ \$1,321	\$2,642
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**G. PRINCIPAL'S REPORTS**

**H. TECHNOLOGY REPORT**

**I. CORRESPONDENCE**

- Letter from School Alliance Insurance Fund (SAIF)/\$2,500 credit on general liability
- Letter from E-rate Partners/discount amount for fiber service \$14,282.06 (60% of eligible cost)
- Letter from New Jersey Child Assault Prevention (CAP)

**J. COMMITTEE REPORTS**

**Education:**

**Facilities:**

NOTE: Bus evacuation drills were held at Brass Castle and Port Colden Schools on October 1, 2019.

**Finance & Policy:**

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to accept the PTA donation, in the amount of \$500.00 (per trip), for 2019-2020, field trips for grades PreK-6, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**Personnel:**

**K. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business - NONE**

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

**L. EXECUTIVE SESSION** - if required as indicated in items \_\_\_\_\_ below. - NONE

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. 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: \_\_\_\_\_ Time: \_\_\_\_\_

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to return to open session.

MV: \_\_\_\_\_ Time: \_\_\_\_\_

**M. ADJOURNMENT**

Motion by Edward Kemp, seconded by Anita Smith, to adjourn.

MV: unanimous, motioned carried Time: 8:49 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary