

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR & REORGANIZATION MEETING**

**Monday, April 23, 2012**

**7:30 P.M.**

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**COMMITTEE MEETINGS:**

**7:00 pm – Policy Committee:** Dempski, Howard, Mohan

**7:15 pm – Personnel Committee:** Graf, Dempski, Smith

**A. AGENDA:**

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 mailed on May 13, 2011 to The Express Times and the Clerk of Washington Township.

Flag Salute

Roll Call:	Karen Graf, President Sheila Dempski, Vice President Sally Christine Jason Ford Jayne Howard Jude Mohan Anita Smith
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1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of March 26, 2012, as presented. MV:
2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the executive session minutes of March 26, 2012, as presented. MV:

**B. PUBLIC QUESTIONS AND DISCUSSION:** (agenda items)  
(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

**C. CURRICULUM MINUTE:**

1. "Otter Creek" – Liz Burkat and Debbie Polhemus

**D. SECRETARY'S REPORT:**

3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending March 31, 2012, as presented. MV:
4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Board Secretary's and Treasurer's Reports for the month ending March 31, 2012, 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);

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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.

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Bills List for April, 2012. MV:

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

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to requisition the 2012-2013 Tax Levy according to the following schedule: RCV:

<u>2012-2013 Tax Levy</u>	<u>General Fund</u>
July 1, 2012	\$1,360,130.25
October 1, 2012	1,360,130.25
January 1, 2013	1,360,130.25
March 1, 2013	<u>1,360,130.25</u>
Totals	\$ 5,440,521.00

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the following Resolution To Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent. RCV:

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 time 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:

\$10,592 for air conditioning split system for Brass Castle main and principal offices.

WHEREAS, according to 6A:23A-14.2(e), 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

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV:

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept, with regret, the resignation for retirement, of Kathy Fiore effective June 30, 2012, as recommended by the Superintendent. RCV:

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept, with regret, the resignation for retirement, of Sharon Johnson effective June 30, 2012, as recommended by the Superintendent. RCV:

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12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept, with regret, the resignation for retirement, of Kay Tillson, effective June 30, 2012, as recommended by the Superintendent. RCV:

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept, with regret, the resignation of Jennifer Michels, with regret, effective May 11, 2012, as recommended by the Superintendent. RCV:

14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Washington Township School District Board of Education certifies that permission has been granted to apply for funds to support implementation of the *Anti-Bullying Bill of Rights Act* for the purposes described in the application, in the amount of \$15,409.00 starting on July 1, 2011, and ending on June 30, 2012, as recommended by the Superintendent. RCV:

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the second reading and adoption of the Visual Arts curriculum, as recommended by the Superintendent. RCV:

16. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to submit the District's 2012-2013 Professional Development Plan to the County Professional Development Board for approval, as recommended by the Superintendent. RCV:

17. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the operation of Summer School to be housed at Port Colden School held July 9 to July 27, 2012, 8:45 am – 11:45 am, as recommended by the Superintendent. RCV:

### F. PRINCIPALS' REPORT

### G. TECHNOLOGY REPORT

### H. CORRESPONDENCE:

1. Washington Township Workman's Compensation Costs scale.

### I. RE-ORGANIZATION MOTIONS:

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the following Mission Statement, as recommended by the Superintendent. RCV:

It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

19. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to hold regular Board Meetings the 2nd Monday of the month unless otherwise stated. Meetings to begin at 7:30 p.m. and to be held in the Brass Castle School. RCV:

20. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the following calendar of meetings for the 2012-2013 school year for the Washington Township Board of Education: RCV:

#### REGULAR MEETINGS FOR 2012-2013

May	14	
June	18	(3 <sup>rd</sup> Monday)
July	9	Public Hearing on EVVRS/HIB Reports
August	27	(4 <sup>th</sup> Monday)
September	10	
October	15	(3 <sup>rd</sup> Monday) – Public Hearing of Nurses Service Plan - Character Ed Presentation
November	12	Public Hearing on 2012 Audit
December	10	
January	7	(1 <sup>st</sup> Monday) - Public Hearing on EVVRS/HIB Reports

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21. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board Policy, as recommended by the Superintendent. RCV:

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to establish the agenda for the 2012-2013 school year as follows:

Call meeting to order, Minutes, Public Input (agenda items), Curriculum Minute, Secretary's Report, Treasurer's Report, Status of Accounts Report, Funds, Superintendent's Report, Principal's Report, Technology Report, Progress of Goals and Objectives, Correspondence, Committee Reports - Facilities & Transportation - Education - Personnel - Finance & Policy, Bills List, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment. RCV:

23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the Washington Township School District Policy and Regulations manuals. RCV:

(That in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Washington Township Job Description Manual. RCV:

25. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approved the attached organizational chart, as recommended by the Superintendent. RCV:

26. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ approve the following finance appointments/re-appointments for the 2012-2013 school year, as recommended by the Superintendent. RCV:

- |   |                                       |
|---|---------------------------------------|
| a. Board Secretary                          | Jean Flynn                            |
| b. Treasurer of School Monies               | James Miller                          |
| c. Public Agency Compliance Officer         | Jean Flynn                            |
| d. Purchasing Agent                         | Jean Flynn                            |
| e. Custodian of Public Records              | Jean Flynn                            |
| f. Title 9 Compliance Officer for contracts | Jean Flynn                            |
| g. Flexible Spending Account Administrator  | Jean Flynn                            |
| h. Auditor                                  | Anthony Ardito, Ardito & Company, LLP |

27. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ approve the following Education and Personnel appointments/re-appointments for the 2012-2013 school year, as recommended by the Superintendent. RCV:

- |                                    |                            |
|------------------------------------|----------------------------|
| a. Affirmative Action Officer      | Valerie Mattes             |
| b. 504 Coordinator                 | Keith Neuhs                |
| c. Attendance Officer              | Keith Neuhs                |
| d. Title 9 Compliance Officer      | Valerie Mattes             |
| e. Civil Rights Officer            | Keith Neuhs                |
| f. Liaison for Homeless Children   | Keith Neuhs                |
| g. Substance Awareness Coordinator | Jennifer McKenna           |
| h. School Physician                | Charles Evans, III         |
| i. Emergent Services               | Warren Hills Health Center |

28. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ approve the following facilities appointments/re-appointments for the 2012-2013 school year, as recommended by the Superintendent. RCV:

- |  |             |
|--|-------------|
| a. AHERA Coordinator                       | Cathy Kelly |
| b. Indoor Air Quality Officer              | Cathy Kelly |
| c. Integrated Pest Management (IPM) Coord. | Cathy Kelly |

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- |                                     |   |
|-------------------------------------|---|
| d. HCS/Right To Know Contact Person | Cathy Kelly                                   |
| e. Health and Safety Designee       | Cathy Kelly                                   |
| f. Asbestos Management Officer      | Cathy Kelly                                   |
| g. Architect, Engineers/Planners    | Gianforaro, Architects and Engineers/Planners |
| h. Chemical Hygiene Officer         | Cathy Kelly                                   |

29. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint Linda Jenikovsky as acting Board Secretary in the absence of the Board Secretary for the 2012-2013 school year. RCV:

30. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Linda Jenikovsky, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer, as recommended by the Superintendent. RCV:

31. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the bid threshold at \$36,000 and quote threshold at \$5,400 as per 18A:18A-3, amended, as recommended by the Superintendent. RCV:

32. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint Schwartz, Simon, Edelstein, Celso & Kessler to provide legal counsel to the Board for the 2012-2013 school year, fee to be \$160 per hour, \$150 per hour for other Associates, and \$110 for Paralegals and Law Clerks, as recommended by the Superintendent. RCV:

33. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that Fulton Bank and PNC Bank be used as depository of school funds. RCV:

34. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy. RCV:

35. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to establish a Petty Cash Fund in the amount of \$250.00 for the 2012-2013 school year and that checks for the Petty Cash Account, reimbursed by the Board, and checks for the school Student Activity, Cafeteria Account, Port Colden School House fund, Child Care Account, and JUCITF (SUI) Account be signed by the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy. RCV:

36. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that checks for the regular checking account be signed by the President or alternate, the Treasurer, and the Board Secretary. Board President and Treasurer signature stamp to be used in accordance with Board Policy. RCV:

37. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that checks for the payroll and agency accounts be signed by the Treasurer of School Monies or Board President or Vice-President in the absence of the President. Board President and Treasurer signature stamp to be used in accordance with Board Policy. RCV:

38. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds. RCV:

39. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint Brown & Brown, as Insurance Risk Manager Agent of Record. RCV:

40. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint Brown & Brown Benefit Advisors, as the Benefits Agent of Record. RCV:

41. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint Ameriflex, as the Flexible Spending Broker of Record. RCV:

42. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to designate The Star Gazette (primary) and The Express Times (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising. RCV:

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43. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following Tax Shelter Annuity Companies for the 2012-2013 school year. RCV:

Oppenheimer Shareholder Services	Financial Resources
Lincoln Investment Planning	Legend Group
Lincoln Financial Group	

44. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following Tax Shelter Annuity Brokers for the 2012-2013 school year. RCV:

Jeffrey Febbo	Jonathan H. Peck
Jeffrey Kenyon	Telicia Johnson
David Haase	

45. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following Disability Insurance Plans. RCV:

Prudential Insurance (Teachers, Administrators, Support Staff)  
 Mass Mutual-UNUM (Administrators, Support Staff)

46. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15<sup>th</sup> of the month or to secure a discount if paid within a certain time period. RCV:

47. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to designate the Superintendent to approve budget line item transfers between Board Meetings to be ratified by the Board at their next regular meeting as per N.J.S.A.18A:22-8.1. RCV:

48. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts for the 2012-2013 school year. RCV:

49. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the 25th of the month be the cutoff date for receiving bills, confirm that substitute teachers and other substitute staff be paid on the first payday of the month unless they are working on a continuous long-term basis. RCV:

50. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the adoption of the 2012-2013 curricula, services, programs, textbooks, novels, series, and instructional materials that support these curricula and programs. RCV:

51. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Washington Township Pest Management Plan, as recommended by the Superintendent. RCV:

52. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Washington Township Board of Education Emergency/Crisis Management Plan, as recommended by the Superintendent. RCV:

53. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to set the substitute rates for the 2012-2013 school year as listed, (these rates are the same as 2011-2012 school year other than clerical and aides, which rates have not changed since prior to 2003, changing from \$9.50 to \$10.00), as recommended by the Superintendent. RCV:

Teachers - \$ 80.00 – Daily Rate  
           \$ 90.00 – After five [5] consecutive days in the same classroom,  
   with the appropriate certification.  
   (daily rate plus \$10.00)  
           \$100.00 – After fifteen [15] consecutive days in the same classroom.  
   with the appropriate certification.  
   (daily rate plus \$20.00)

Nurse - \$100.00 per day

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Clerical - \$10.00 per hour  
 Aides - \$10.00 per hour  
 Cafeteria - \$ 9.50 per hour  
 Custodian - \$10.50 per hour

54. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following stipends for the 2012-2013 school year, as recommended by the Superintendent. These rates are the same as the 2011-2012 school year. RCV:

Teacher-In-Charge	\$1,000 per school
Publishing Company	\$4,000
Safety Patrol Coordinator	\$ 400
Technology Coordinator (Summer)	\$5,500
Environmental Trip Coordinator	\$ 400
Environmental Trip Staff	\$ 175

55. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following Independent Therapists, as needed, as recommended by the Superintendent. RCV:

Leslie Williams Wexler	Occupational Therapist	\$ 84.00 per hour (increase from \$83)
Katherine Ferrara	Occupational Therapist	\$ 73.00 per hour
Children's Therapy Services	Physical Therapist	\$ 97.37 per hour

56. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Washington Township Board of Education hereby establishes the school district travel maximum for the 2012-2013 school year at the sum of \$45,000 and the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, as recommended by the Superintendent. RCV:

57. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint the electrician from the MRESC NJ State Approved Co-op# 65MCESCCPS Electricians Time and Material Bid# MRESC10/11-44 (Extended term 03/28/12 – 03/27/13) for Public School Electrical Services for the 2012-2013 school year, as recommended by the Superintendent; RCV:

### MTB Electric LLC

Journey Man:	\$ 73.60 per hour
Overtime:	\$ 110.40 per hour
Saturday/Sunday:	\$ 147.20 per hour
Foreman:	\$ 82.81 per hour
Overtime:	\$ 123.61 per hour
Saturday/Sunday:	\$ 164.82 per hour
Apprentice:	\$ 29.44 per hour
Overtime:	\$ 44.16 per hour
Saturday/Sunday:	\$ 58.88 per hour
Material:	5% mark-up

58. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint the plumber from the MRESC NJ State Approved Co-op# 65MCESCCPS Plumbers Time and Material Bid# MRESC10/11-43 (Extended term 03/28/12 – 03/27/13) for Public School Plumbing Services for the 2012-2013 school year, as recommended by the Superintendent. RCV:

### Magic Touch Construction, Inc.

Journey Man:	\$ 86.50 per hour
Overtime:	\$ 124.50 per hour
Saturday/Sunday:	\$ 173.00 per hour
Foreman:	\$ 88.50 per hour
Overtime:	\$ 132.75 per hour
Saturday/Sunday:	\$ 177.00 per hour
Apprentice:	\$ 45.00 per hour

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Overtime:	\$ 67.50 per hour
Saturday/Sunday:	\$ 90.00 per hour
Material:	10% mark-up

59. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance, as recommended by the Superintendent. RCV:

60. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following tuition rates for the 2012-2013 school year, as recommended by the Superintendent. RCV:

Pre-School/Kindergarten	\$ 9,060
Grades 1-5	\$11,602
Grade 6	\$11,661
MD	\$32,889

61. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to increase 2012-2013 Childcare tuition rate by 2 to 2.5%, as recommended by the Superintendent. RCV:

62. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2012-2013 school year, as recommended by the Superintendent. RCV:

### 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 b & i below.

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

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



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64. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept HIB Incident BC 03-20-12, as recommended by the Superintendent. RCV:

65. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Business Administrator to prepare and advertise a Request for Proposal (RFP) for Food Service Management Services, as recommended by the Superintendent. RCV:

**L. ADJOURNMENT:**

66. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn.

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