

WASHINGTON TOWNSHIP BOARD OF EDUCATION

Minutes of October 15, 2012

The Washington Township Board of Education met on Monday, October 15, 2012, at 7:40 p.m. for their Regular meeting.

The meeting was called to order by Karen Graf, President. Mrs. Graf read the following statement: 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 April 24, 2012 to The Star Gazette, and to the Clerk of Washington Township.

Members in attendance were Karen Graf, President, Sheila Dempski, Vice-President, Sally Christine, Jason Ford Jayne Howard, Jude Mohan and Anita Smith. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, Valerie Mattes and Keith Neuhs, Principals were also present.

Members absent: None

Motion by Anita Smith, seconded by Sally Christine to approve the minutes of August 27, 2012, as presented. MV: Unanimous – Motion carried

MINUTES  
AUGUST 27<sup>TH</sup>

Motion by Sally Christine, seconded by Jude Mohan to approve the minutes of September 10, 2012, as presented. MV: Christine and Ford abstained – All others voting yes – Motion carried

MINUTES  
SEPTEMBER  
10<sup>TH</sup>

**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. That plan shall be adopted annually during a public hearing conducted at a regular board of education meeting: Nursing Services Plan

Motion by Jude Mohan, seconded by Jayne Howard to approve the Nursing Services Plan for 2012-2013, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

NURSING  
SERVICES PLAN  
2012-2013

**PRESENTATIONS:**

- a. Introduction of New Teachers:  
Diana Carro, Grade 5; Ashley Colnett, School Nurse; Lauren Croasdale, Grade 4; Jesse Kyle, Speech; Loren Price, Grade 3; and Nick Rizzo, Instrumental Music
- b. Character Ed: "Week of Respect" Presentation – Deb Tierney, Guidance Counselor
- c. Character Ed: "Safe Schools" Presentation – Deb Tierney, Guidance Counselor
- d. Curriculum Minute: Study Island – Kim Sigman

**SECRETARY'S REPORT:**

Motion by Jayne Howard, seconded by Jason Ford to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending September 30, 2012, as presented. MV: Unanimous – Motion carried

STUD. ACT.,  
PETTY CASH &  
CAFÉ. RPTS.

Motion by Jason Ford, seconded by Sheila Dempski to approve the Board Secretary's and Treasurer's Reports for the month ending September 30, 2012, as presented. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

SECRETARY'S,  
TREASURER'S  
& FUNDS RPTS.

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.

#### **SUPERINTENDENT'S REPORT:**

Motion by Sheila Dempski, seconded by Anita Smith to approve the following substitutes for the 2012-2013 school year, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried SUBSTITUTES

Teacher: Kathy Kochan , Megan Krukowski (pending certification), Melissa McCarthy, Karen Wiessler and Darrin Zignoli (pending certification & criminal history review)

Paraprofessional: Cynthia Daniel and Liza MacNamara

Motion by Anita Smith, seconded by Sally Christine to approve the out-of-district staff development workshops, as recommended by the Superintendent. RCV: Graf abstained – Christine, Dempski, Ford, Howard, Mohan and Smith – All voting yes – Motion carried OUT OF DISTRICT WKSPS.

Motion by Sally Christine, seconded by Jude Mohan to approve training of the following staff volunteers to be epipen delegates for 9 students, whose parents requested a delegate at Port Colden School and 13 students whose parents requested a delegate at Brass Castle School for the 2012-2013 school year. They will be trained as per NJDOE guidelines and district policy R5330, as recommended by the Superintendent. (*We are grateful to these individuals for extending themselves as volunteers.*) RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried EPIPEN DELEGATES

Sharon App, Rob Borusovic, Sara Carlstrom, Michele Cooper, Christine Drevitch, Lisa Galoppo, Denise Jordan, Amybeth Kupcha, Val Mattes, Tonilynn Melhem, Whitney Nalepa, Joan Pare, Debbie Polhemus, Gina Renner, Renee Seiz, Karen War and Abbie Zola.

Motion by Jude Mohan, seconded by Jayne Howard to approve maternity and New Jersey Family Leave for Jennifer McKenna, last day to be December 21, 2012, returning September 2013 for the 2013-2014 school year, using sick days and New Jersey Family and Medical Leave, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried J. MC KENNA MATERNITY & FAMILY LEAVE

Motion by Jayne Howard, seconded by Jason Ford to approve maternity and New Jersey Family Leave for Corinne Gigantino, last day to be December 21, 2012, until 12 weeks after the birth of the child, using sick days and New Jersey Family and Medical Leave, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried C. GIGANTINO MATERNITY & FAMILY LEAVE

Motion by Anita Smith, seconded by Sally Christine to approve Karen War, paraprofessional, effective October 16, 2012, salary to be \$12.30 hour, hours not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried K. WAR HIRE

Motion by Sally Christine seconded by Jude Mohan to approve Jennifer Steinruch, audiologist, at \$150 per hour, hours not exceed 8 hours per year, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried JENNIFER STEINRUCH AUDIOLOGIST

Motion by Jude Mohan, seconded by Jayne Howard to approve Mandy Leonard, BCBA (Board Certified Behavior Analyst), at \$125 per hour, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried MANDY LEONARD BCBA

## Minutes of October 15, 2012

Motion by Jayne Howard, seconded by Jason Ford to enter into a shared-services agreement effective July 1, 2012 through June 30, 2013 with Alpha, Franklin Township, Mansfield Township, Oxford Township, Pohatcong Township, Warren County Special Services, Warren Hills and Washington Borough, for the purpose of providing the aforementioned school districts a written K--8 Curriculum. Cost not to exceed \$1,500, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

SHARED SERV.  
AGREE. K-8  
CURRICULUM

Motion by Jason Ford, seconded by Sheila Dempski to approve Peer Leaders from Warren Hills Regional High School to volunteer in our district on the following dates: November 20 and December 14, 2012, January 23, February 22, March 18, April 23, and May 21, 2013 arriving at 1:00pm until 2:10pm. A description of the program and a list of teachers they will be visiting is as follows, as recommended by the Superintendent. RCV: Dempski abstained – Christine, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

PEER LEADERS

*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.*

#### **Names and assignments:**

##### Grade 1

Cooper- Louis Vitti & Noel Ferraro  
Dugdale- Jenna Karahalies & Kaleigh Maffei  
Graham- Brooke Bodine & Catherine Connors  
Slack- Ezra Tarlowe & Hailey Mazuca

##### Grade 2

Harper- Kasey Keilty & Jillian Heymann  
Kupcha- Connor Iosue & Pjilipe AbiYouness  
O’Cone- Catherine Dell Elba & Joey Farino  
Rohmann- Samantha Morley & Victor Canestro

##### Grade 3

Lisk- Mike Clark & Meghan Dempski  
Melhem- Nicole Boucher & Tess Edwards  
Price- Maggie Flynn & Kricia Felio  
Trush- Abigail Jeffries & Sidney Gabrich

##### Specials

Baratta- Mike Mullen  
Borusovic- Gavin DeAngelis & Ryan Callahan  
Dahmer/Giuliano- Sarah Bowlbliss  
Maurer- Nicole Wyglendowski  
Meyerhofer- Nicole Creedon

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Motion by Sheila Dempksi, seconded by Anita Smith to approve the following field trips, dates and times TBA, for the 2012-2013 school year, as recommended by the Superintendent. *(All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles. Parents/guardians are responsible for all fees and transportation costs).* RCV: Christine, Dempksi, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried FIELD TRIPS

- |                 |   |
|-----------------|---|
| a. PreS&Pre-K   | Kid Junction, Branchburg, NJ                                      |
| b. Pre-K        | Horse Sleigh Farm, Washington, NJ –<br>No transportation required |
| c. Kindergarten | Centenary College, Hackettstown, NJ                               |
| d. First Grade  | Sandy Hook, Sandy Hook, NJ  |
| e. Second Grade | Franklin Institute Science Museum, Philadelphia, PA               |
| f. Third Grade  | New Jersey State House, Trenton, NJ                               |
| g. Fourth Grade | Statue of Liberty & Ellis Island, Liberty State Park, NJ          |
| h. Fifth Grade  | Battleship NJ, Adventure Aquarium, Camden, NJ                     |
| i. Sixth Grade  | Broadway Show, New York City, NY                                  |

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

Grade Level

a. Music/Art

- i. Warren Hills High School, Fine Arts Showcase – 6<sup>th</sup> Grade Music Students
- ii. Warren Hills High School, 6<sup>th</sup> Grade Music and Selected 6<sup>th</sup> Grade Art Students

b. Grade 6:

- i. Stokes Environmental Overnight Trip, Stokes State Forest, Branchville, NJ

c. G&T Enrichment Experiences

- i. Blairstown Evangelical Free Church, Blairstown, NJ - 1<sup>st</sup> & 2<sup>nd</sup> -  
Marvelous Math Challenges
- ii. Phillipsburg School, Phillipsburg, NJ – 3<sup>rd</sup> & 4<sup>th</sup> -  
Battle of the Books
- iii. Trinity Methodist Church, Hackettstown, NJ – 4<sup>th</sup> -  
Mindnastics
- iv. Blairstown Evangelical Free Church, Blairstown, NJ – 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> –  
Chess Club participants
- v. Mansfield Elementary School, Mansfield, NJ – 4<sup>th</sup> & 6<sup>th</sup> –  
Phabulous Physics and Magic of Flight
- vi. Harmony Elementary School, Harmony, NJ – 5<sup>th</sup> -  
Strategic Thinking Day
- vii. Great Meadows School, Great Meadows, NJ – 5<sup>th</sup> & 6<sup>th</sup> –  
Battle of the Minds
- viii. Blairstown Elementary School, Blairstown, NJ – 5<sup>th</sup> & 6<sup>th</sup> – Debate
- ix. Allamuchy School District, Allamuchy, NJ – 5<sup>th</sup> & 6<sup>th</sup> –  
Spelling Bee winners
- x. Great Meadows School, Great Meadows, NJ – 5<sup>th</sup> & 6<sup>th</sup> –  
Battle of the Books
- xi. Warren County Community College, Washington, NJ – 6<sup>th</sup> –  
WCCSE Convocation
- xii. Lopatcong School, Lopatcong, NJ – 6<sup>th</sup> –  
Robotics

Motion by Jayne Howard, seconded by Jason Ford to approve BMG Group's, Change Order #1 to remove and redirect vent pipe located on the bell tower, in the amount of \$465, as recommended by the Superintendent. RCV: Christine, Dempksi, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried CHANGE  
ORDER #1  
BMG GROUP'S

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Motion by Jason Ford, seconded by Sheila Dempski to approve BMG Group's, Change Order #2 to install aluminum coil underneath shutters, for additional protection from the elements, located on the bell tower in the amount of \$465, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

CHANGE  
ORDER #2  
BMG GROUP'S

Motion by Sheila Dempski, seconded by Anita Smith to approve Jeanette Nolan a student at Warren County Community College, to observe for fifteen (15) hours in Tonilynn Melhem's class dates TBD, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

JEANETTE  
NOLAN  
OBSERVE

#### PRINCIPAL'S REPORT:

#### TECHNOLOGY REPORT:

#### CORRESPONDENCE:

1. Senior Program Invitation; and
2. SAIF (School Alliance Insurance Fund) Letter.

#### COMMITTEE REPORTS:

##### Finance & Policy Committee:

Motion by Sheila Dempski, seconded by Jayne Howard to approve the amended Bills List for October 2012. MV: Unanimous – Motion carried

BILLS LIST

Motion by Sheila Dempski, seconded by Jayne Howard to approve the line item transfers, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

TRANSFERS

Motion by Sheila Dempski, seconded by Jayne Howard to authorize the submission of the IDEA application for Fiscal Year 2013, and accept the grant award of the funds upon subsequent approval of the Fiscal Year 2013 IDEA application, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

IDEA  
SUBMISSION  
AND  
ACCEPTANCE

Basic: \$177,657  
Pre-School: \$ 11,434

Motion by Sheila Dempski, seconded by Jayne Howard to approve the Special Education Tuition Contract with Warren Hills Regional Board of Education to provide educational services in our MD Class for the 2012-13 school year in the amount of \$44,666, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

SPEC. ED.  
TUITION  
CONTRACT  
W/WHRBOE

Motion by Sheila Dempski, seconded by Jayne Howard to approve the Personal Aide Service Contract with Warren Hills Regional Board of Education to provide personal aide services for their student placed in our MD Class for the 2012-13 school year in the amount of \$23,841, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

PERSONAL  
AIDE CONT.  
W/WHRBOE

Motion by Sheila Dempski, seconded by Jayne Howard to approve the second reading and adoption of Policy Alert 197, as recommended by the Superintendent. RCV: Christine, Dempski, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried

SECOND  
READING AND  
ADOPTION  
POLICY ALERT  
197

#### Policy Alert – 197

##### 0151 – Organization Meeting (Revised)

P.L. 2011, Chapter 202 established procedures for moving the date of school elections and required a revision to Bylaw 0151.

Minutes of October 15, 2012

**0153 – Annual Appointments (Revised)**

P.L. 2010, Chapter 39, makes it optional for a school district to employ a Treasurer of School Moneys.

**0167 – Public Participation in Board Meetings (Revised)**

New Jersey's Open Public Meetings Act was revised to require every Board of Education to set aside a portion of every meeting for public comment on any school district issue that a member of the public feels may be of concern to the residents of the school district (N.J.S.A. 10:4-12).

**2361 – Acceptable Use of Computer Networks/Computers and Resources (Revised)**

In August 2011, the Federal Communications Commission (FCC) released an Order updating the Children's Internet Protection Act. The Order requires school districts to update their Acceptable Use Policy to state the district is "educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

**2363 – Pupil Use of Privately – Owned Technology (New)**

A new Policy Guide has been developed to address issues regarding privately owned technology.

**2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised)**

P.L. 2011, Chapter 168 approved in January 2012 revised the concussion and head injury statutes that were effective September 2011 to require safeguards that are provided to pupils who participate in interscholastic athletic sports to pupils who participate in cheerleading programs.

**2622 – Pupil Assessment (Revised)**

Policy Guide 2622 has been revised to include the names of the current State assessments and has updated the term "pupil with limited English proficiency (LEP)" to English language learner (ELL)".

**3282 – Use of Social Networking Sites (New)**

New Policy Guides 3282 and 4282 – Use of Social Networking Sites have been developed to provide more guidance than what is currently provided in Policy Guides 3281/4281 Inappropriate Staff Conduct.

**4282 – Use of Social Networking Sites (New)**

New Policy Guides 3282 and 4282 – Use of Social Networking Sites have been developed to provide more guidance than what is currently provided in Policy Guides 3281/4281 Inappropriate Staff Conduct.

**6470 – Payment of Claims (Revised)**

Policy and Regulation Guides 6470 have been revised with an option that provides some additional flexibility in the payment of bills. N.J.S.A. 18A:19-4.1 permits the payment of claims to be made prior to Board approval at a Board Meeting provided the Board adopts a resolution designating a person, in addition to the Board Secretary, to audit and provide approval for such payments.

Discussion by Anita Smith regarding Policy 2363 – Pupil Use of Privately Owned Technology – types of devices and uses.

Minutes of October 15, 2012

**Education Committee:**

Motion by Anita Smith, seconded by Sally Christine to approve the following clubs for the 2012-2013 school year. Stipend to be in accord with the negotiated contract, as recommended by the Superintendent. RCV: Christine, Dempksi, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried CLUBS

Club	Advisor	Sessions	Length of Session	Cost
Art Club	Kathy Giuliano	8 sessions	1 hour	\$ 200.00
Blue & White Band	Nick Rizzo	66 sessions	1 hour	1,650.00
Panther Band	Nick Rizzo	29 sessions	1 hour	725.00
Story Time Club	Tonilynn Melhem/ Kara Lisk	8 sessions	1 hour	200.00
Talent Show	Christine Drevitch/ Nick Rizzo	4 sessions 1 session	2.5 hours 1.5 hours	250.00 37.50
Writing Club	Tonilynn Melhem	10 sessions	1 hour	250.00

**Transportation Committee:**

**NOTE:** Bus evacuation drills were held at Brass Castle and Port Colden Schools on October 3, 2012. BUS EVAC.  
DRILLS

**Facilities Committee:**

Motion by Jason Ford, seconded by Jayne Howard 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: Christine, Dempksi, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried M-1  
WORKSHEET

Motion by Jason Ford, seconded by Jayne Howard approving the submission of the Comprehensive Maintenance Plan (CMP) for 2011-2012, 2012-2013 and 2013-2014 as per 6A:26A-3.1 to the Executive County Superintendent as presented and recommended by the Superintendent. RCV: Christine, Dempksi, Ford, Howard, Mohan, Smith and Graf – All voting yes – Motion carried 3 YR. COMP.  
MAINT. PLAN

**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.)

None

**ADJOURNMENT:** ADJOURNMENT

Motion by Jude Mohan, seconded by Anita Smith to adjourn.

MV: Unanimous – Motion carried Time: 9:03 pm

Respectfully submitted:

Jean Flynn  
Business Administrator/Board Secretary

