

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**DISTRICT RE-ORGANIZATION & REGULAR MEETING**

Monday, April 15, 2013

7:30 p.m.

**COMMITTEE MEETINGS:**

**7:00 p.m. – Policy Committee:** Dempski, Christine and Graf

**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 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 January 8, 2013 to The Express Times, The Star Gazette and to the Clerk of Washington Township.

1A. Administering the Oath of Office to the new elected Board Member. (Newly elected Board Member sign the Oath of Office) Sally Christine

2. Flag Salute

3. Roll Call:

|                                |                             |
|--------------------------------|-----------------------------|
| Karen Graf, President          | Roger Jinks, Superintendent |
| Sheila Dempski, Vice President | Jean Flynn, Board Secretary |
| Sally Christine                |                             |
| Jason Ford                     |                             |
| Jayne Howard                   |                             |
| Anita Smith                    |                             |
| John Trush                     |                             |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of March 25, 2013, as presented. MV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the executive session minutes of March 25, 2013, first session, as presented. MV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the executive session minutes of March 25, 2013, second session, as presented. MV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the executive session minutes of March 25, 2013, third session, 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. SAIF Staff Professional Development Program – Keith Neuhs

**D. SECRETARY'S REPORT:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending March 31, 2013, as presented. MV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board Secretary's and Treasurer's Reports for the month ending March 31, 2013, 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 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 \_\_\_\_\_, seconded by \_\_\_\_\_, to requisition the 2013-2014 Tax Levy according to the following schedule:  
RCV:

| <u>2013-2014 Tax Levy</u> | <u>General Fund</u> |
|---------------------------|---------------------|
| July 1, 2013              | \$1,387,332.75      |
| October 1, 2013           | 1,387,332.75        |
| January 1, 2014           | 1,387,332.75        |
| March 1, 2014             | <u>1,387,332.75</u> |
| Totals                    | \$ 5,549,331.00     |

#### **E. SUPERINTENDENT'S REPORT**

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

Teacher: Tammy Brundage, Kim Lorenc, and Joanne Mitch

Paraprofessional: Tammy Brundage

Custodial: Patricia Nunn (pending criminal history review)

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the revised 2012-2013 School Calendar, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept, with regret, the resignation for retirement of Linda Jenikovsky, effective July 31, 2013, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Darrin Zignoli, II, Kean University student, to observe Kathie Giuliano on April 10, 2013, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Holly Mitman, Nazareth Area High School student, to shadow Dawn Baxendale, Grade 5, on April 23, 2013, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to apply for Washington Township's Clean Communities Grant in the amount of \$1,400.00 for our district (\$700 each building). Brass Castle's grant pays for Grade 5 Musconetcong Watershed Program scheduled each September. Port Colden's grant assists in the purchase of science educational materials for grades 1-3, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Child Assault Prevention (CAP) Grant for 2013-2014 in the amount of \$1,170.00, (WTSD share of program is \$401.40), as recommended by the Superintendent. RCV:

**F. PRINCIPALS' REPORT****G. TECHNOLOGY REPORT****H. CORRESPONDENCE:**

1. Board Committees
2. Board Members and Addresses
3. Roster of Officials

**I. COMMITTEE REPORTS:****Finance & Policy Committee:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Bills List for April 2013. MV:

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the first reading of Policy 5380 and Regulation 5308, "Pupils Health Records", as recommended by the Superintendent. RCV:

**FYI: POLICY ALERT 198: (First Reading May; Second reading/adoption June.)****2415 – No Child Left Behind (Revised)**

In lieu of abolishing current NCLB policies deemed inapplicable due to a waiver, it is recommended that waiver language be inserted into Policy Guide 2415. The New Jersey DOE waiver provisions superseded current DOE policies and/or regulations and the school district shall comply with the requirements as outlined by the DOE's waiver application and subsequent approval by the US Department of Education.

**2468 – Independent Educational Evaluations (New)**

Due to a memorandum from the US Department of Education to the NJDOE indicating NJ Administrative Code violated the IEE provisions of the Federal Code, Policy 2468 was written so districts could comply with the Federal code.

**3230 – Outside Activities (Revised)**

Guide disclaims any responsibility for any trip taken without BOE sponsorship.

**3281/4281 – Inappropriate Staff Conduce (Revised)**

Aligns with the newly approved changes to code regarding reporting of allegations of child abuse and neglect. Also includes the role of the new tenure arbitrator with respect to the dismissal of tenured teachers.

**6113 – E-Rate (New)**

Provide guidelines for the application for support, confirming eligibility and reimbursing telecommunications companies and internet providers for discounted services delivered to schools.

**6480 – Purchase of Food Supplies (Revised)**

Provides for the purchase of school food supplies up to \$500 – old limit was \$250...

**8505 – School Nutrition**

Relates to milk offerings – only fat-free and low fat (1%) milk may be served.

**Facilities & Transportation Committee:**

- a. Bus Evacuation Drill was held at Brass Castle and Port Colden Schools on April 9, 2013.
- b. Boys Bathroom plumbing project was completed over spring break.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the following quotes to install security grates on exterior doors and frames for Port Colden and Brass Castle Schools, as recommended by the Superintendent. RCV:

|                         |          |
|-------------------------|----------|
| C&M Door Controls, Inc. | \$20,100 |
| Lebanon Door Company    | No quote |
| Sunrise Companies       | No quote |

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to award the contract to install security grates on exterior doors and frames for the Port Colden and Brass Castle Schools to C&M Door Controls, Inc. for \$20,100, as recommended by the Superintendent. RCV:

**Education Committee:**

**Personnel Committee:**

**J. RE-ORGANIZATION MOTIONS:**

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.

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:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish the agenda for the 2013-2014 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 (Progress on Goals and Objectives), Curriculum/Technology Report, 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:

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.)

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

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, approve the following finance appointments/re-appointments for the 2013-2014 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 |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, approve the following Education and Personnel appointments/re-appointments for the 2013-2014 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 |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, approve the following facilities appointments/re-appointments for the 2013-2014 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                                    |
| 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           | Gianforcaro, Architects and Engineers/Planners |
| h. Chemical Hygiene Officer                | Cathy Kelly                                    |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Linda Jenikovsky as acting Board Secretary in the absence of the Board Secretary for the 2013-2014 school year. RCV:

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:

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:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Schwartz, Simon, Edelstein, Celso & Kessler to provide legal counsel to the Board for the 2013-2014 school year, rate to be \$163.20 (2% increase) per hour for general, special education, construction and litigation matters handled by partners and counsel; \$153.20 (2% increase) per hour for matters handled by Associates, and \$112.20 (2% increase) per hour for Paralegals and Law Clerks, as recommended by the Superintendent. RCV:

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

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:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish a Petty Cash Fund in the amount of \$250.00 for the 2013-2014 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:

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:

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:

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:

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

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

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

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:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following Tax Shelter Annuity Companies for the 2013-2014 school year. RCV:

Oppenheimer Shareholder Services  
Lincoln Investment Planning  
Lincoln Financial Group

Financial Resources  
Legend Group

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following Tax Shelter Annuity Brokers for the 2013-2014 school year. RCV:

Jeffrey Febbo  
Jeffrey Kenyon  
David Haase

Jonathan H. Peck  
Telicia Johnson

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

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

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 and to adopt the 25<sup>th</sup> of the month to be the cutoff date for receiving bills for the payment of the next months bills. RCV:

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:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts for the 2013-2014 school year. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the adoption of the 2013-2014 curricula, services, programs, textbooks, novels, series, and instructional materials that support these curricula and programs and to re-adopt the curriculum revision cycle, as recommended by the Superintendent.. RCV:

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

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the substitute rates for the 2013-2014 school year as listed, (these rates are the same as 2012-2013 school year), 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.  
               \$100.00 – After fifteen [15] consecutive days in the same classroom, with the appropriate certification.  
 Nurse - \$100.00 per day  
 Clerical - \$10.00 per hour  
 Aides - \$10.00 per hour  
 Custodian - \$10.50 per hour

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following stipends for the 2013-2014 school year, as recommended by the Superintendent. These rates are the same as the 2012-2013 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             |

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

|                                |                        |  |
|--------------------------------|------------------------|--|
| Leslie Williams Wexler         | Occupational Therapist | \$ 85.00 per hour (increase from \$84) |
| Katherine Ferrara              | Occupational Therapist | \$ 73.00 per hour                      |
| Children's Therapy Services    | Physical Therapist     | \$ 97.37 per hour                      |
| Oxford Central School District | ABA Services           | \$110.00 per hour                      |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Washington Township Board of Education hereby establishes the school district travel maximum for the 2013-2014 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:

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:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following tuition rates for the 2013-2014 school year, as recommended by the Superintendent. RCV:

|                            |          |
|----------------------------|----------|
| Pre-School/Kindergarten    | \$10,993 |
| Grades 1-5                 | \$13,267 |
| Grade 6                    | \$14,639 |
| MD                         | \$28,324 |
| Pre-K Disability/part-time | \$21,964 |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to increase 2013-2014 Childcare tuition rate by 2 to 2.5%, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2013-2014 school year, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2013-2014 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2013-2014 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV:

**K. 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.)

**L. EXECUTIVE SESSION** - if required as indicated in items c & h below.

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  
Pending or anticipated litigation
- g. Attorney-client privilege
- h. 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 collective bargaining agreements and 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.

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

**M. ADJOURNMENT**

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

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