

WASHINGTON TOWNSHIP BOARD OF EDUCATION

Minutes of July 29, 2013

The Washington Township Board of Education met on Monday, July 29, 2013, at 7:35 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 January 8, 2013 to The Express Times, The Star Gazette, and to the Clerk of Washington Township.

Members in attendance were Karen Graf, President, Sheila Dempski, Vice President, Jason Ford, Anita Smith and John Trush. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, Valerie Mattes and Keith Neuhs, Principals were also present.

Members absent: Sally Christine and Jayne Howard

Flag Salute

**PUBLIC HEARING: EVVRS**

As per Public Law 6A:16-5.3 each school district shall report incidents of violence, vandalism, substance abuse, and HIB for the previous school year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

EVVRS  
ANNUAL  
REPORT

As reported to the Department of Education for the 2012-2013 school year, there was one incident of violence, vandalism, substance abuse during the 2012/2013 school year. There were no incidents of HIB which rose to the standards established by the Department of Education.

Motion by Sheila Dempski, seconded by Anita Smith to accept the Annual Report of Violence, Vandalism, Substance Abuse and HIB for the 2012-2013 school year, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried

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

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

**SECRETARY'S REPORT:**

Motion by Anita Smith, seconded by John Trush, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending June 30, 2013, 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 June 30, 2013, as presented. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried

SECRETARY'S,  
TREASURER'S &  
FUND 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);

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 2013-2014 school year, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried SUBSTITUTES  
 Teacher: Corinne Giaimo  
 Teacher: Lidija Timcenko  
 Nurse: Sue Ellen March
- Motion by Anita Smith, seconded by John Trush, to accept, with regret, the resignation of Tyler Voll, Aftercare employee, effective June 30, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried RESIGNATION  
T. VOLL
- Motion by John Trush, seconded by Jason Ford, to accept, with regret, the resignation of Karen Wilson, as a para-professional, effective June 30, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried RESIGNATION  
K.WILSON
- Motion by Jason Ford, seconded by Sheila Dempski, to accept, with regret, the resignation of Patricia Bell, as a teacher, effective July 23, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried RESIGNATION  
P. BELL
- Motion by Sheila Dempski, seconded by Anita Smith,, to employ Colleen O'Rourke, as a teacher, Step 1 BA, salary to be \$45,947.00, effective September 1, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
C. O'ROURKE
- Motion by Anita Smith, seconded by John Trush, to employ Anissa Mikitiuk, as a teacher, Step 2 BA +15, salary to be \$47,787.00, effective September 1, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
A. MIKITIUK
- Motion by Anita Smith, seconded by John Trush to employ Caryn Kaluzny, as the Child Study Team Secretary, 27.5 hours per week, salary to be \$29,800.00, effective July 1, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
C. KALUZNY
- Motion by Jason Ford, seconded by Sheila Dempski, to transfer Denise Jordan back to the position of Port Colden School Secretary as of August 1, 2013, salary to be \$45,299.00 (pro-rated), as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried TRANSFER  
D. JORDAN
- Motion by Sheila Dempski, seconded by Anita Smith, to employ Colleen Mattei, as interim Port Colden School Secretary, effective July 1, 2013 to July 31, 2013 at \$17.50 per hour, 7.5 hours per week as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
C.MATTEI

- Motion by Anita Smith, seconded by John Trush, to approve Kristen Cappitelli, (long-term substitute for Laura Hawk), Step 1 BA salary to be 45,947.00, effective September 1, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
K. CAPPITELLI  
LONG TERM  
SUBSTITUTE
- Motion by Jason Ford, seconded by Sheila Dempski, to employ Maureen Miller as Administrative Assistant to the Business Administrator/Executive Secretary to the Superintendent, salary to be 48,000.00 (pro-rated), effective August 1, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
M. MILLER
- Motion by Sheila Dempski, seconded by Anita Smith, to employ Peggy Edmiston, as Transportation Coordinator, salary to be \$50,000, (pro-rated) [80% of Mrs. Edmiston's salary and benefits to be paid by Warren Hill Regional High School], effective September 1, 2013, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
P. EDMISTON
- Motion by Anita Smith, seconded by John Trush, to appoint Trudy Lazur, as secretary at \$13.50 per hour, 27.5 hours per week, for 180 student days plus 20 days, (2 weeks at close of school and 2 weeks at the before opening of school), as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
T. LAZUR
- Motion by John Trush, seconded by Jason Ford, to appoint Dawn Brattole as Transportation Clerk and to increase her hours from 3 hours per day to 5.5 hours per day, at the rate of \$12.50 per hour for 180 student days plus 20 days, (2 weeks at the close of school and 2 weeks before the opening of school) as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
D. BRATTOLE
- Motion by Sheila Dempski, seconded by Anita Smith, to increase Joseph Capolunghi hours per week from 27.5 to 40 at \$10.50 per hour, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried INCREASE  
HOURS  
J. CAPOLUNGHI
- Motion by Anita Smith, seconded by John Trush, to appoint Sue Ellen March as summer school nurse at the rate of \$38.13 per hour for 4 hours per day, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HIRE  
S.E. MARCH

## **PRINCIPALS' REPORT**

## **TECHNOLOGY REPORT**

## **CORRESPONDENCE:**

1. Fire Drill & Security Reports – Brass Castle & Port Colden;
2. Nurses' Report – Brass Castle & Port Colden; and
3. Letter from Denise Jordan

## **COMMITTEE MEETINGS:**

### **Personnel Committee:**

- FYI:** A. Job descriptions being moved forward (1<sup>st</sup> reading Aug. 2013 and 2<sup>nd</sup> reading Sept. 2013): BOARD REVIEW  
JOB  
DESCRIPTIONS

- a. School Business Administrator / Bd. Secretary / Transportation / Building & Grounds Supervisor
- b. Transportation Coordinator
- c. Transportation Office Clerk
- d. Buildings & Grounds Coordinator

**Finance Committee: No Report**

Motion by Sheila Dempski, seconded by Anita Smith, to approve the Bills List from June 18, 2013 to June 30, 2013. MV: Unanimous –Motion carried BILLS LIST

Motion by Sheila Dempski, seconded by Anita Smith, to approve the July 2013 Bills List. MV: Unanimous –Motion carried BILLS LIST

Motion by Sheila Dempski, seconded by Anita Smith, to approve the attached transfers, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried TRANSFERS

Motion by Sheila Dempski, seconded by Anita Smith, to set the school lunch prices for 2013-2014 school year, as recommended by the Superintendent. (Last increase 2008-2009) RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried INCREASE LUNCH PRICES

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013--2014</u>
Regular lunch	\$2.50	\$2.50	\$2.60
Extra Main	1.40	1.40	1.40
Milk	.50	.50	.50
Adult	3.30	3.30	3.40
Reduced	.40	.40	.40

Motion by Sheila Dempski, seconded by Anita Smith, to approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2013-2014 school year for a management fee of \$9033.00 and a breakeven, no-cost guarantee food service operation, including the management fee. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried MASCHIO'S FOOD SERVICE AGREEMENT

**FYI:** The Education Committee is moving the National Archery in the Schools Program (NASP) and the New Jersey Standards Correlations forward for full Board review (1<sup>st</sup> reading Aug. 2013 and 2<sup>nd</sup> reading Sept. 2013).

Motion by Anita Smith, seconded by John Trush, to adopt the Handwriting / Keyboarding Curriculum (1<sup>st</sup> reading). RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried HANDWRITING/K EYBOARDING CURRICULUM

Motion by Anita Smith, seconded by John Trush, to approve revised 2013/2014 school calendar. The revisions include contractual changes, early dismissal on 10/11/2013 and 4/15/2014, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried REVISED SCHOOL CALENDAR

## Facilities and Transportation Committee: No Report

Motion by Jason Ford, seconded by Sheila Dempski, to submit an application for dual use of education space for room # 200 and room # 201 at Port Colden School and the library at the Brass Castle School to the County Executive Superintendent for approval. RVC: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried

DUAL USE  
APPLICATION

Motion by Jason Ford, seconded by Sheila Dempski, to approve the parental contract for student transportation to and from the Brass Castle School with Jessica McGourty Route # JM-1 for the 2013-2014 school year at total cost of \$884.00 upon verification of required documents. RVC: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried

STUDENT  
TRANS.  
CONTRACT

## Policy Committee:

**FYI:** The Policy Committee is moving Policy Alert #199 forward for full Board review (1<sup>st</sup> reading Aug. 2013 and 2<sup>nd</sup> reading Sept. 2013).

BOARD REVIEW  
POLICY #199

**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.)

**EXECUTIVE SESSION** - if required as indicated in items b, c & i below.

EXECUTIVE  
SESSION

Motion by Sheila Dempski, seconded by John Trush, 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: Unanimous –Motion carried                      Time: 8:53 p.m.

Motion by Sheila Dempski, seconded by Anita Smith, to return to open session.

OPEN SESSION

MV: Unanimous –Motion carried                      Time: 9:11 p.m.

Motion by Sheila Dempski, seconded by Anita Smith,, to accept HIB incident PC 06-12-13, as recommended by the Superintendent. RCV: Graf, Dempski, Ford, Smith and Trush- All voting yes – Motion carried

HIB INCIDENT

**Personnel Committee**

**ADJOURNMENT:**

ADJOURNMENT

Motion by Anita Smith, seconded by John Trush, to adjourn.

MV: MV: Unanimous –Motion carried

Time: 9:12 p.m.

Respectfully submitted,

Jean Flynn  
Business Administrator/Board Secretary



