

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, October 7, 2013**

**7:30 P.M.**

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**COMMITTEE MEETINGS:**

**7:00 pm – Personnel Committee:** Christine, Dempski, Graf

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

**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 Star Gazette and the Clerk of Washington Township.

Flag Salute

Roll Call: Karen Graf, President  
Sheila Dempski, Vice President  
Sally Christine  
Jason Ford  
Jayne Howard  
Anita Smith  
John Trush

2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of August 26, 2013, as presented. MV:
3. Motion by \_\_\_\_\_. seconded by \_\_\_\_\_ to approve the executive session minutes of August 26, 2013, as presented. MV:
4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of September 9, 2013, as presented. MV:

**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
5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Nursing Services Plan for 2013-2014, as recommended by the Superintendent. RCV:

**C. PRESENTATIONS:**

- Introduction of New Teachers:
- Kristen Cappitelli, Gr. 6; Rebecca Grochowicz, BSI; Anissa Mikitiuk, Gr. 4; Joanne Mitch, Gr. 6; and Colleen O'Rourke, Gr. 2.
  - Character Ed: "Week of Respect" Presentation – Deb Tierney, Guidance Counselor
  - Character Ed: "Safe Schools" Presentation – Deb Tierney, Guidance Counselor

**D. SECRETARY'S REPORT:**

6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending September 30, 2013, as presented. MV:

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Board Secretary's and Treasurer's Reports for the month ending September 30, 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 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.

**E. SUPERINTENDENT'S REPORT:**

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve submission of New Jersey Quality Single Accountability Continuum (QSAC) "Statement of Assurance" (SOA), as recommended by the Superintendent. RCV:

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

- Teacher: Scott Dubiel, pending satisfactory completion of employment requirements.
- Teacher: Kathryn Handel, pending satisfactory completion of employment requirements.
- Teacher: Selena Stiles, pending satisfactory completion of employment requirements.
- Paraprofessional/Secretary: Tracy Beebe, pending satisfactory completion of employment requirements.

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the out-of-district staff development workshops, as recommended by the Superintendent. RCV:

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Sheridan A. Mecca, as a Paraprofessional, Step 1, salary to be at an hourly rate of \$12.30, not to exceed 30 hours per week, effective September 16, 2013, as recommended by the Superintendent. RCV:

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjust Daniel Andrews' salary to \$37,585.60/\$18.07 hr. (which reflects a 2.1 increase), effective July 1, 2013 through June 30, 2014, as recommended by the Superintendent. RCV:

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve \$29,700 of Ruth O'Cone's salary to be funded by the 2013-2014 NCLB Federal Grant, as recommended by the Superintendent. RCV:

14. Motion by \_\_\_\_\_. seconded by \_\_\_\_\_ to approve \$5,469 of Alisa Ludwig's salary to be funded by the 2013-2014 Chapter 193 Non-Public Corrective Speech Program, as recommended by the Superintendent. RCV:

15. Motion \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following epi-pen delegates for Port Colden School for the 2013, 2014 school year:

Carol Kopie  
Amybeth Kupcha  
Colleen Mattei

16. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to enter into a shared-services agreement effective July 1, 2013 through June 30, 2014 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:

17. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Peer Leaders Program from Warren Hills Regional High School to volunteer in our district. Date, times, names and assignments to be announced at a later date. A description of the program is as follows, as recommended by the Superintendent. RCV:

*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.*

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following field trips, dates and times TBD, for the 2013-2014 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, or otherwise noted. Parents/guardians are responsible for all fees and transportation costs).

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|-----------------|---|
| a. PreS&Pre-K   | Chuckle Time, Andover, NJ                                     |
| b. Pre-K        | Horse Sleigh Farm, Washington, NJ -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  | Natural History Museum/Hayden Planetarium, NY                 |
| 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:)

#### G&T Enrichment Experiences

- Blairstown Evangelical Free Church, Blairstown, NJ - 1<sup>st</sup> & 2<sup>nd</sup> -Marvelous Math Challenges
- Washington Borough Memorial School, Washing, NJ – 3<sup>rd</sup> & 4<sup>th</sup> - Battle of the Books
- Trinity Methodist Church, Hackettstown, NJ – 4<sup>th</sup> -Mindnastics
- Rutherford Hall, Allamuchy, NJ – 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> –Chess Club participants
- Mansfield Elementary School, Mansfield, NJ – 4<sup>th</sup> & 6<sup>th</sup> – Phabulous Physics and Magic of Flight
- Harmony Elementary School, Harmony, NJ – 5<sup>th</sup> -Strategic Thinking Day
- Great Meadows School, Great Meadows, NJ – 5<sup>th</sup> & 6<sup>th</sup> –Battle of the Minds
- Blairstown Elementary School, Blairstown, NJ – 5<sup>th</sup> & 6<sup>th</sup> – Debate
- Phillipsburg School, Phillipsburg, NJ – 5<sup>th</sup> & 6<sup>th</sup> –Spelling Bee winners
- Great Meadows School, Great Meadows, NJ – 5<sup>th</sup> & 6<sup>th</sup> –Battle of the Books
- Warren County Community College, Washington, NJ – 6<sup>th</sup> –WCCSE Convocation
- Lopatcong School, Lopatcong, NJ – 6<sup>th</sup> –Robotics

19. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept the quotes for the following class trip, as recommended by the Superintendent. RCV:

6/12/2014 –Natural History Museum, New York – 3rd grades

Easton Coach (49 passenger)	\$995 per bus x 1 bus	Total	\$995
Easton Coach (55 passenger)	\$1,095 per bus x 1 bus	Total	\$1,095

Starr Tours	No Quote		
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Panorma Tours (49 passenger)	\$1,105 per bus x 1 bus	Total	\$1,105
Panorma Tours (55 passenger)	\$1,210 per bus x1 bus	Total	\$1,210

20. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award the contract for the Natural History Museum class trip, as follows, as recommended by the Superintendent. RCV:

Easton Coach (49 passenger)	\$995 per bus x 1 bus	Total	\$995
Easton Coach (55 passenger)	\$1,095 per bus x 1 bus	Total	\$1,095

21. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Kathryn Handel, a student at Centenary College, to observe for fifty (50) hours with Deb Tierney, dates TBD, as recommended by the Superintendent. RCV:

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Thomas Rush, a student at Warren County Community College, to observe for fifteen (15) hours, dates and assignment TBD, as recommended by the Superintendent. RCV:

23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Trina Schaefer, a student at St. Elizabeth's College, to participate in a fall 2013 nursing practicum at Port Colden School, with Janine Barzdines, as recommended by the Superintendent. RCV:

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Regina Kisling, a student at Kean College, to observe with Ashley Colnett for 1 hour, date TBA, as recommended by the Superintendent. RCV:

25. Motion by \_\_\_\_\_. seconded by \_\_\_\_\_ to approve Nicole Crowley, a student at Centenary College, to participate in a spring practicum 2014 at Port Colden School, with Kara Lisk and Sue Maurer, as recommended by the Superintendent. RCV:

**F. PRINCIPAL'S REPORT:**

**G. TECHNOLOGY REPORT:**

**H. CORRESPONDENCE:**

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

**I. BOARD GOALS/DISCUSSION**

**Possible areas:**

- Personnel- Negotiations (Paraprofessional)
- Community Communications – as needed
- Warren County School Board – Outreach within County School Boards Associations
- Finance
- Programming/Curriculum: Social Studies/Reading Textbooks
- Facilities/Buildings & Grounds: Green Initiatives – solar; School Safety
- PARCC
- Shared Services
- Implement Chapter 78/Combining TEACHNJ and EE4Nj

**J. COMMITTEE REPORTS:**

**Finance & Policy Committee:**

FYI: The Finance & Policy Committee is moving Policy Alert 200 forward for full Board review (1st reading November 2013 and 2<sup>nd</sup> reading December 2013.)

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

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

28. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the first reading of Regulation 5600 – Pupil Discipline/Code of Conduct, as recommended by the Superintendent. RCV:

29. Motion by \_\_\_\_\_. seconded by \_\_\_\_\_ to approve for first reading, Elementary Education Teacher job description, as recommended by the Superintendent. RCV:

**Education Committee:**

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

<b>Club</b>	<b>Advisors</b>	<b>Sessions</b>	<b>Length of Session</b>	<b>Cost</b>
Exercise Club	Graham, Nalepa, Price	6	45 minutes	\$243.00

**Facilities/Transportation Committee:**

NOTE: Bus evacuation drills were held at Brass Castle and Port Colden Schools on October 1, 2013.

31. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ 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:

32. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ approving the submission of the Comprehensive Maintenance Plan (CMP) for 2012-2013, 2013-2014 and 2014-2015 as per 6A:26A-3.1 to the Executive County Superintendent as presented and recommended by the Superintendent. RCV:

**J. EXECUTIVE SESSION - if required as indicated in items \_\_\_\_ below.**

33. 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 f. tactics or techniques utilized in protecting public safety and property and i. personnel-employment matter affecting a 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: \_\_\_\_\_

34. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Jennifer Linthwaite's request to leave her current position as secretary, effective October 11, 2013, and be reassigned to a paraprofessional position when a position becomes available in the district, as recommended by the Superintendent. RCV:

35. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Rachael Rhinehart, as secretary at \$14.50 per hour, not to exceed 30 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), effective October 15, 2013, as recommended by the Superintendent. RCV:

**K. ADJOURNMENT**

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

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