

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, November 11, 2013

7:30 P.M.

COMMITTEE MEETINGS:

7:15 pm – Policy Committee: Graf, Dempski, Christine

Minutes of November 11, 2013

The Washington Township Board of Education met on Monday, November 11, 2013, at 7:33 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, and to the Clerk of Washington Township.

Members in attendance were Karen Graf, President, Jason Ford, Jayne Howard, Anita Smith and John Trush. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, and Keith Neuhs, Principal were also present.

Members absent: Sheila Dempski, Vice President, and Sally Christine.

Flag Salute

Motion by Anita Smith seconded by Jayne Howard, to approve the minutes of October 7, 2013 as presented. MV: Jason Ford abstained –Motion carried

MINUTES

Executive Session minutes of October 7, 2013 carried over to December 9, 2013 board meeting.

B. PUBLIC QUESTIONS & DISCUSSIONS: (Agenda Items) - None

PUBLIC HEARING
AUDIT & CAFR

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

C. PUBLIC HEARING:

a. As per Public Law 18A:23-1 the Board of Education of every school district shall cause an annual audit of the district's accounts and financial transactions to be made by a public school accountant employed by it, which audit shall be completed no later than 4 months after the end of the school fiscal year.

- Audit and CAFR presentation by Anthony Ardito, Auditor

Motion by Anita Smith, seconded by Jayne Howard, to accept the Comprehensive Annual Financial Report of Administrative Findings Financial Compliance and Performance, for the fiscal year ended June 30, 2013, and note that there were no audit recommendations. RCV: Graf, Ford, Howard, Smith all voting yes. John Trush abstained – Motion carried.

CAFR

Motion by Jayne Howard, seconded by John Trush, to approve the Corrective Action Plan (CAP) for the fiscal year ended June 30, 2013 as prepared by Ardito & Co., LLP and note that there were no audit recommendations. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

CAP

D. CURRICULUM MINUTE: Presented by Kim Sigman

- Northwest Evaluation Association
- MAP Measures of Academic Progress

E. SECRETARY'S REPORT:

Motion by John Trush, seconded by Jason Ford, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending October 31, 2013, as presented. MV: Unanimous – Motion carried.

Motion by Jason Ford, seconded by Anita Smith, to approve the Board Secretary's and Treasurer's Reports for the month ending October 31, 2013, as presented. RCV: Graf, Ford, Howard, and Smith voting yes, John Trush voting no – Motion carried.

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.

F. SUPERINTENDENT'S REPORT:

Motion by Anita Smith, seconded by Jayne Howard, to approve the following substitutes for the 2013-2014 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

Teacher/Paraprofessional: Ashley Davidson and Alana Howie
 Secretarial/Paraprofessional: Sophia Georgoutsos
 Custodial: Jenny Gonzalez

Motion by Jayne Howard, seconded by John Trush, to approve the out-of-district staff development workshops, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

Motion by John Trush, seconded by Jason Ford, to accept, with regret, the resignation for retirement of Alisa Ludwig, speech specialist, effective January 1, 2014, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

Motion by Jason Ford, seconded by Anita Smith, to accept, with regret, the resignation of Cathy Fahey, paraprofessional, effective October 23, 2013, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

Motion by Anita Smith, seconded by Jayne Howard, to approve Kaileen Fennell, a student at the College of St. Elizabeth, to participate in a spring practicum 2014 at Brass Castle School, with Corinne Gigantino and Deb Polhemus, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

STUD. ACT, PETTY
 CASH & CAFÉ.
 RPTS.
 SECRETARY'S &
 TREASURER'S
 REPORTS

FUNDS

SUBSTITUTES

OUT OF DISTRICT
 IN SERVICE EXP.

ALISA LUDWIG
 RETIREMENT

CATHY FAHEY
 RESIGNATION

KAILEEN FENNEL
 PRACTICUM

Motion by Jayne Howard, seconded by John Trush, to approve a memorandum of agreement between the Warren County Special Services School District and Washington Township School District to provide a Part-Time Behavioral specialist (ABA qualified) for the 2013-2014 school year, at a rate of \$8,100 per year, effective October 15, 2013 through June 30, 2014, as recommended by the Superintendent. (WCSSSD presently provides ABA Services to WHRHSD) RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

MEMORANDUM OF AGREEMENT WCSD AND WTSD

Motion by Anita Smith, seconded by Jayne Howard, to approve a special education tuition contract, between Warren County Special Services School District and Washington Township Board of Education in the amount of \$28,203 for the 2013-2014 school year for student #08-39, as recommended by the Superintendent. RCV: Graf, Ford, Howard, And Smith, all voting yes, John Trush voting no – Motion carried.

TUITION CONTRACT STUDENT #08-39

Motion by Jayne Howard, seconded by John Trush, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

TRANS. QUOTES

Q-2nd grade Franklin Institute, Philadelphia – 5/16/14

Easton Coach (49 passenger)	\$1,150 per bus x 2 buses	Total	\$2,300
Panorama Tours	No Quote – Sold Out		
Starr Tours	No Quote – Sold Out		

Motion by Jayne Howard, seconded by Anita Smith, to award the contract for the Q-2nd grade Franklin Institute class trip, as follows, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

AWARD CONTRACT TRANS.

Easton Coach (49 passenger)	\$1,150 per bus x 2 buses	Total	\$2,300
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Motion by Jayne Howard, seconded by John Trush, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

TRANS. QUOTES

Q-5th grade Battleship and Aquarium, Camden, NJ – 5/29/14

Easton Coach (49 passenger)	\$1,150 per bus x 3 buses	Total	\$3,450
Starr Tours (56 passenger)	\$1,325 per bus x 3 buses	Total	\$3975
Panorama Tours(49 passenger)	\$1,075 per bus x 1 bus	Total	\$1,075

Motion by Jayne Howard, seconded by John Trush, to award the contract for the Q 5th grade Battleship and Aquarium class trip, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.

AWARD CONTRACT TRANS.

Easton Coach (49 passenger)	\$1,150 per bus x 2 buses	Total	\$2,300
Panorama Tours (49 passenger)	\$1,075 per bus x 1 bus	Total	\$1,075

G. PRINCIPAL’S REPORT:

H. TECHNOLOGY REPORT:

I. CORRESPONDENCE: None

J. COMMITTEE REPORTS:

Finance & Policy Committee:

Motion by Jayne Howard, seconded by John Trush, to approve the Bills List for November 2013. MV: Unanimous – Motion carried.

BILLS LIST

Motion by Jayne Howard, seconded by Anita Smith, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.	TRANSFERS
Motion by Jayne Howard, seconded by Anita Smith, to approve for first reading, Policy Alert #200, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.	POLICY ALERT #200
Motion by Jayne Howard, seconded by Anita Smith, to approve for second reading and adoption, Regulation #5600– Pupil Discipline/Code of Conduct, as recommended by the Superintendent. RCV: Graf, Ford, Howard and Smith voting yes, John Trush voting no – Motion carried.	2 nd READING/ADOPT. REG. #5600
Motion by Jayne Howard, seconded by Anita Smith, to approve for first reading, Elementary Education Teacher job description, as recommended by the Superintendent. RCV: Graf, Ford, Howard, and Smith voting yes, John Trush abstained – Motion carried.	1 st READING JOB DESCRIPTION

Education Committee:

- Full Day Kindergarten Discussion – recommending empowering parents to choose full/half day Kindergarten option.

Jennifer Speth, Denise Dixon, Whitney Nalepa, and Sue Maurer supported Full Day Kindergarten.

Motion by Anita Smith, seconded by Jayne Howard, to approve the following field trip, 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) RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.	FIELD TRIP 4 th GR. 2013-2014
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- a. Fourth Grade Statue of Liberty & Ellis Island, Liberty State Park, NJ (revised from original location Liberty Science Center – September 9, 2013 meeting motion)

Motion by Anita Smith, seconded by Jayne Howard, to approve the 2013-2014 School-Based Mentoring Program Partnership Agreement between Washington Township School District and Big Brothers Big Sisters of Hunterdon, Somerset and Warren, as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.	2013-2014 SCHOOL BASED MENTORING PROGRAM
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Facilities/Transportation Committee:

Motion by Jason Ford, seconded by Anita Smith, to approve to amend 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 \$1,039 upon verification of required documents. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried.	STUDENT TRANS. PARENTAL CONTRACT
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K. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business. (The public may speak for three (3) minutes on non-agenda items, unless they have requested to be on the agenda.) - NONE

L. EXECUTIVE SESSION - if required as indicated in items b & f below.

Motion by Jayne Howard, seconded by Anita Smith, 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.	EXECUTIVE SESSION
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- 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 Individual privacy, 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: Unanimous-Motion carried Time: 9:10 p.m.

Motion by Jayne Howard, seconded by Anita Smith to return to open session.

MV: Unanimous-Motion carried Time: 9:44 p.m.

Motion by Anita Smith, seconded by Jayne Howard, to approve HIB Report #PC 10-21-13 as recommended by the Superintendent. RCV: Graf, Ford, Howard, Smith and Trush all voting yes – Motion carried. HIB REPORT

Motion by Anita Smith, seconded by Jayne Howard to enter into an interlocal service agreement with the Township of Washington for School Resource Officer (SRO) service, effective February 2014 – June 2014 with approximate cost of \$20,000, as recommend by the Superintendent. RCV: Graf, Ford, Howard, Smith voting yes, John Trush voting no– Motion carried. SRO SERVICE AGREEMENT 2014

M. ADJOURNMENT

Motion by Anita Smith, seconded by, Jayne Howard, to adjourn. ADJOURNMENT

MV: Unanimous-Motion carried Time: 9:47 p.m.

Respectfully submitted,

Jean Flynn
Business Administrator/Board Secretary