

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, December 9, 2013**

**7:30 P.M.**

**COMMITTEE MEETINGS:**

**7:00 pm – Finance & Policy Committee:** Graf, Christine, Dempksi

Minutes of December 9, 2013

The Washington Township Board of Education met on Monday, December 9, 2013, at 7:38 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, 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 Dempksi, Vice President, Sally Christine and Jason Ford.

Flag Salute

Motion by Jayne Howard, seconded by John Trush, to approve the minutes of November 11, 2013, as presented. MV: Graf, Howard, Smith and Trush – all voting yes, motion carried. MINUTES

Motion by John Trush, seconded by Anita Smith, to approve the executive session minutes of November 11, 2013, as presented. MV: Graf, Howard, Smith and Trush – all voting yes, motion carried. EXECUTIVE MINUTES

**B. PUBLIC QUESTIONS & DISCUSSIONS** (Agenda Items)

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

None

**C. CURRICULUM MINUTE:**

a. Exxon Mobil Grant Awards:

Donna Parenti: Technology Integration-“Toon Boom Animation Software”

Susan Peterson: Technology Integration-“Brain POP Software”

Heidi Kaiven and Christine Drevitch-“Math Manipulatives for Grade 5 Leveled Math Program”

Lauren Croasdale, Raph Margolin, Anissa Mikitiuk, Deb Polhemus and Linda Watters-Integrated Social Students Unit-“Lenni Lenape Native Americans”

Tonilynn Melhem-Literacy-“Material for Reading Club”

EXXON MOBIL  
GRANTS

b. New Jersey ASK 2013 Presentation

NJASK  
PRESENTATION

**D. SECRETARY'S REPORT**

Motion by Anita Smith, seconded by Jayne Howard, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending November 30, 2013, as presented. MV: Unanimous-motion carried.

STUD.ACT/PET.  
CASH &  
CAFÉ.RPTS.

Motion by Jayne Howard, seconded by John Trush, to approve the Board Secretary's and Treasurer's Reports for the month ending November 30, 2013, as presented. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried.

BOARD SEC.  
&TREAS REPTS.

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.

**E. SUPERINTENDENT'S REPORT**

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

SUBSTITUTES

Teacher/Paraprofessional: Melissa Wallace  
Teacher/Paraprofessional: Alexandra Phelps-Jacobson

Motion by Jayne Howard, seconded by John Trush, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried

OUT OF DIST.  
IN SVC. EXP.

Motion by Anita Smith, seconded by Jayne Howard, to approve home instruction as follows, as recommended by the Superintendent. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried.

HOME INST.

Grade 4 student, instructed by Deb Polhemus, beginning November 20, 2013, not to exceed 10 hours per week.

Motion by Jayne Howard, seconded by John Trush, to approve the following field trip for the 2013-2014 school year, as recommended by the Superintendent. (No bus transportation required.) RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried.

FIELD TRIP

4<sup>th</sup> Grade Chorus – Washington Township Senior Citizen Facility, Washington, NJ – December 13, 2013

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

TRANS.  
QUOTES

Q-1<sup>st</sup> grade Sandy Hook, NJ – 5/14/2013

Easton Coach (49 passenger)	Sold Out		
Easton Coach (55 passenger)	Sold Out		
 Starr Tours (Wheelchair bus)	 \$1,195 per bus x 1 bus	 Total	 \$1,195

Starr Tours (56 passenger)	\$1,195 per bus x 1 bus	Total	\$1.195
Panorama Tours (49 passenger)	\$1,095 per bus x 2 buses	Total	\$2,190

Motion by Jayne Howard, seconded by John Trush, to award the contract for the Sandy Hook class trip, as follows, as recommended by the Superintendent. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried. TRANS. AWARDS

Panorama Tours (49 passenger)	\$1,095 per bus x 1 bus	Total	\$1,095
Starr Tours (Wheelchair bus)	\$1,195 per bus x 1 bus	Total	\$1,195

Motion by Jayne Howard, seconded by Anita Smith, to adopt the following Resolution to Withdraw Maintenance Reserve as follows, as recommended by the Superintendent. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried. RES.TO WITH.MAINT. RESERVE

WHEREAS NJSA 6A.23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$6,889.39 for the Repair of the Brass Castle Playground Equipment (as recommended by SAIF).

\$6,845 for the Replacement of Brass Castle Kitchen Sink (to be code compliant).

WHEREAS, according to 6A:23A-14.2(e), the Washington Township Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

**F. PRINCIPAL'S REPORTS**

**G. TECHNOLOGY REPORT**

**H. CORRESPONDENCE - None**

**I. COMMITTEE REPORTS**

**Finance & Policy Committee:**

Motion by Jayne Howard, seconded by Anita Smith, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried. TRANSFERS

Motion by Jayne Howard, seconded by Anita Smith, to approve the Bills List for December 2013. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried. BILLS LIST

Motion by Jayne Howard, seconded by Anita Smith, to approve the second reading and adoption of Policy Alert #200, as recommended by the Superintendent. RCV: Graf, Howard, Smith and Trush – all voting yes, motion carried. POLICY ALERT #200

Motion by Jayne Howard, seconded by Anita Smith, to approve second reading and adoption of Elementary Education Teacher job description, as recommended by the Superintendent: RCV: Graf, Howard, and Smith, voting yes, Trush abstaining – motion carried. ELEM. ED. TEACHER JOB DESCRIPTION

Motion by Jayne Howard, seconded by Anita Smith, to adopt the following resolution to Adjust the Budget Submission Calendar for 2014-14, as recommended by the Superintendent. RCV: Trush abstained - Graf, Howard and Smith – all voting yes, motion carried. RES. TO ADJ. BUDG. SUB. CALENDAR

Resolution to Adjust  
The Budget Submission Calendar  
for 2014-15

WHEREAS, Chapter 202, P.L. 2011 provided that New Jersey School Districts may move their school board elections from April to November, and

WHEREAS, over 90% of all school districts have chosen to make this change, and

WHEREAS, the current school budget submission calendar has not been changed or amended to reflect the fact that the majority of New Jersey school districts no longer have budget votes in April, and

WHEREAS, districts that no longer have an April budget vote would benefit greatly by having more time to prepare and submit their budgets to county offices for review and approval, and

WHEREAS, proposed legislation (A4300 and S2877) recognizes this benefit by extending budget submission dates for districts with November elections

NOW THEREFORE BE IT RESOLVED, that the Washington Township Board of Education, County of Warren does hereby request their local legislators to press forward and have this legislation (A4300 and S2877) adopted in time to modify the School District Budget Calendar for the 2014-15 School Year, and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to: 23<sup>rd</sup> District Legislators, New Jersey Association of School Business Officials, and New Jersey School Boards Association.

Motion by Jayne Howards, seconded by, Anita Smith, to pay Warren Hills Board of Education the shared bus driver's settlement in the amount of \$72,636, as recommended by the Superintendent: RCV: Graf, Howard, and Smith voting yes, John Trush voting no, motion carried. SHARED BUS DRVS. SETTLEMENT

John Trush left meeting at 9:55 p.m.

#### L. ADJOURNMENT

Motion by Anita Smith, seconded by Jayne Howard, to adjourn due to lack of quorum. ADJOURNMENT

MV: Unanimous -Motion Carried Time: 9:55 p.m.

Respectfully submitted:

Jean Flynn  
Board Secretary