

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**DISTRICT RE-ORGANIZATION & REGULAR MEETING**

Monday, April 28, 2014

7:30 p.m.

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**COMMITTEE MEETINGS:**

**7:00 p.m. – Personnel: Graf, Mohan, Smith**

**7:15 p.m. –Finance/ Policy: Mohan, Christine, 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 emailed on February 18 2014, to the Star Gazette, The Express Times, and to the Clerk of Washington Township.

2. Flag Salute

3. Roll Call:

Karen Graf, President	Roger Jinks, Superintendent
Anita Smith, Vice President	Jean Flynn, Board Secretary
Sally Christine	
Sheila Dempski	
Jason Ford	
Jude Mohan	
John Trush	

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of March 10, 2014, as presented. MV:

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the executive session minutes of March 10, 2014, as presented. MV:

6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the special meeting minutes of March 25, 2014, as presented. MV:

**C. PUBLIC HEARING**

a. As per Public Law 6A:23-8-1 each school district shall present a proposed budget for the upcoming school year.

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the proposed budget of the Washington Township Board of Education for the 2014-2015 school year as follows: RCV:

General Fund	\$8,700,712
Special Revenue Fund	\$ 232,500
Total Base Budget	\$8,933,212

General Fund Tax Levy	\$5,732,086
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**D. PUBLIC QUESTIONS AND DISCUSSION: (agenda items)**

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

**E. SECRETARY'S REPORT:**

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending March 31, 2014, as presented. MV:

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

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Bills List for April 2014. MV:

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board Secretary's and Treasurer's Reports for the month ending March 31, 2014, 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.

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to requisition the 2014-2015 Tax Levy according to the following schedule: RCV:

<u>2014-2015 Tax Levy</u>	<u>General Fund</u>
July 1, 2014	\$1,433,021.50
October 1, 2014	\$1,433,021.50
January 1, 2015	\$1,433,021.50
March 1, 2015	\$1,433,021.50
Totals	<u>\$ 5,732,086.00</u>

**F. SUPERINTENDENT'S REPORT**

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following substitutes for the 2013-2014 school year, upon completion of employment requirements, as recommended by the Superintendent. RCV:

Nurse: Kathleen Ference & Patricia Perna  
 Paraprofessional/Secretary: Antoinette Standish  
 Home Instruction: Annette Nekoukar  
 Custodial: James Coyle, Benjamin Ervin, Michael Kaminski & Albert Schwartz

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

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept, with regret, the resignation for retirement of Deborah Cambria, teacher, effective June 30, 2014, as recommended by the Superintendent. RCV:

16. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept, with regret, the resignation for retirement of Sara Carlstrom, secretary, effective July 31, 2014, as recommended by the Superintendent. RCV:

17. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept, with regret, the resignation of Diane Ruperto, teacher, effective June 30, 2014, as recommended by the Superintendent. RCV:

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Ashley Davidson, Step 1 BA salary to be \$45,790, pro-rata, upon completing 20 consecutive days in the same classroom (per 2013-2014 substitute rate schedule), effective April 1, 2014, as recommended by the Superintendent. RCV:

19. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Courtney Dunn, a student at Centenary College, to participate in a fall 2014 practicum at Brass Castle School, with Deb Polhemus, as recommended by the Superintendent. RCV:

20. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to apply for Washington Township's Clean Communities Grant in the amount of \$700.00 for our district. Brass Castle School's grant proposal will fund the Grade 5 Musconetcong Watershed Program scheduled each September, as recommended by the Superintendent. RCV:

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

Q-4th grade – Statue of Liberty/Ellis Island– 6/5/2014

a) Easton Coach	Sold Out		
b) Starr Tours (55 passenger)	\$1,350 x 3 buses	Total	\$4,050.00
c) Panorama Tours (49 passenger)	No Quote		

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to award the contract for the Q-4<sup>th</sup> grade Statue of Liberty/Ellis Island class trip, as follows, as recommended by the Superintendent: RCV:

Starr Tours (55 passenger)	1,350 x 3 buses	Total	\$4,050.00
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23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following field trip, for the 2013-2014 school year, as recommended by the Superintendent. (the class will walk to their destination) RCV:

- a. 4<sup>th</sup> Grade – Mrs. Watters' Class – Mary Apgar Center, April 14, 2014 (rain date April 15, 2014).

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following clubs for the 2013-14 school year. RCV:

<b>Club</b>	<b>Advisor</b>	<b>Sessions</b>	<b>Rate</b>	<b>Length of Session</b>	<b>Cost</b>
Port Colden Writing Club	ToniLynn Melhem	5	\$ 27.00	45 min.	\$ 101.25

25. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the following Resolution To Withdraw Capital Reserve, as follows, as recommended by the Superintendent. RCV:

WHEREAS, NJSA 6A:23A-14.1(h) permits a Board of Education to withdraw such funds from the Capital Reserve account and appropriate into the required capital account lines at budget time or any time during the year for use on required capital activities for a school facility as reported in the Long Range Facility Plan, pursuant to N.J.A.C. 6A:26A-2.

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 Capital Reserve Account any time during the year by resolution, and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account line for the following:

\$18,775 for Architectural/Engineering services for Brass Castle School Renovation- Gianforcaro Architects, Engineers & Planning

WHEREAS, according to 6A:23A-14.1(k), the Washington Township Board of Education shall restore any unexpended capital outlay appropriations, up to the amount of capital reserve account funds withdrawn, to the capital reserve account .

## **G. TECHNOLOGY REPORT**

### **I. CORRESPONDENCE:**

- Letter from Sara Carlstrom
- Letter from Jayne Hruza
- Letter from Elizabeth Pomeroy

## **H. COMMITTEE REPORTS:**

### **Facilities Committee:**

- a. Bus Evacuation Drill was held at Brass Castle and Port Colden Schools on April 16, 2014.

26. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, authorizing the Business Administrator/Board Secretary to solicit bids for Special Ed transportation for the 2014-2015 school year, as necessary, as recommended by the Superintendent. RCV:

### **Education Committee:**

27. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the operation of an Extended School Year Program from July 7, 2014 through August 1, 2014 and Summer Academic Sessions from July 14<sup>th</sup> through August 1, 2014 as recommended by the Superintendent. RCV:

### **Personnel Committee:**

## **I. RE-ORGANIZATION MOTIONS:**

28. 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.

29. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the adoption of the 2014-2015 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle, as recommended by the Superintendent. RCV:

30. 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:

31. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish the agenda for the 2014-2015 school year as follows:

Call meeting to order, Minutes, Public Input (agenda items), Curriculum Minute, Secretary's/Treasurer's Report, Report Fund, Superintendent's Report, Principal's Report, Technology Report, Correspondence, Committee Reports - Facilities - Education - Personnel - Finance & Policy, Public Input, (old and/or new

business), Executive Session (when necessary), Open Session, Adjournment. RCV:

32. 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.)

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

34. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, approve the following finance appointments/re-appointments for the 2014-2015 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 |

35. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, approve the following Education and Personnel appointments/re-appointments for the 2014-2015 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 |

36. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, approve the following facilities appointments/re-appointments for the 2014-2015 school year, as recommended by the Superintendent. RCV:

- |                                           |                                                |
|-------------------------------------------|------------------------------------------------|
| a. AHERA Coordinator                      | Paul Piccotti                                  |
| b. Indoor Air Quality Officer             | Paul Piccotti                                  |
| c. Integrated Pest Management (IPM) Coor. | Paul Piccotti                                  |
| d. HCS/Right To Know Contact Person       | Paul Piccotti                                  |
| e. Health and Safety Designee             | Paul Piccotti                                  |
| f. Asbestos Management Officer            | Paul Piccotti                                  |
| g. Architect, Engineers/Planners          | Gianforcaro, Architects and Engineers/Planners |
| h. Chemical Hygiene Officer               | Paul Piccotti                                  |

37. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2014-2015 school year. RCV:

38. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Maureen Miller, 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:

39. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the bid threshold at \$36,000 and quote threshold at \$5,400 as per 18A:18A-3, as recommended by the Superintendent. RCV:

40. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Schwartz, Simon, Edelstein, Celso & Kessler to provide

legal counsel to the Board for the 2014-2015 school year, rate to be \$166.46 (2% increase) per hour for general, special education, construction and litigation matters handled by partners and counsel; \$156.06 (2% increase) per hour for matters handled by Associates, and \$114.44 (2% increase) per hour for Paralegals and Law Clerks, as recommended by the Superintendent. RCV:

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

42. 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:

43. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish a Petty Cash Fund in the amount of \$250.00 for the 2014-2015 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:

44. 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:

45. 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:

46. 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:

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

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

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

50. 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:

51. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following Tax Shelter Annuity Companies for the 2014-2015 school year. RCV:

Oppenheimer Shareholder Services  
Lincoln Investment Planning  
Lincoln Financial Group

Financial Resources  
Legend Group

52. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following Tax Shelter Annuity Brokers for the 2014-2015 school year. RCV:

Jeffrey Febbo  
Jeffrey Kenyon  
David Haase

Jonathan H. Peck  
Telicia Johnson

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

Prudential Insurance - Teachers, Administrators, Support Staff  
Aetna Life Insurance (formally UNUM) - Administrators, Support Staff

54. 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:

55. 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:

56. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts for the 2014-2015 school year. RCV:

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

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

59. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the substitute rates for the 2014-2015 school year as listed, (these rates are the same as 2013-2014 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 – Daily Rate

\$115.00 – After 6-15 days (no more than 2 days interruption)

\$130.00 - After 16 days (no more than 2 days interruption)

Clerical - \$10.00 per hour

Aides - \$10.00 per hour

Custodian - \$10.50 per hour

60. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following stipends for the 2014-2015 school year, as recommended by the Superintendent. RCV:

Teacher-In-Charge	\$1,000 per school
Publishing Company	\$4,000
Safety Patrol Coordinator	\$ 400
Technology Coordinator (Summer)	\$5,500
Environmental Trip Coordinator	\$ 500
Environmental Trip Staff	\$ 225

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

Leslie Williams Wexler	Occupational Therapist	\$ 87.00 per hour
Katherine Ferrara	Occupational Therapist	\$ 73.00 per hour
Children's Therapy Services	Physical Therapist	\$ 99.30 per hour
Children's Therapy Services	Speech Specialist	\$ 82.50 per hour

62. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Washington Township Board of Education hereby establishes the school district travel maximum for the 2014-2015 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:

63. 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



71. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the settlement between Washington Township Board of Education and the parents/guardians of Student #08-73, as recommended by the Superintendent and School Board Counsel. MV:

72. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the out-of-district placement for Student #08-73 at the Developmental Learning Center, at the tuition rate of \$17,000, effective May 1, 2014-June 30, 2014, as recommended by the Superintendent and School Board Counsel. MV:

**L. ADJOURNMENT**

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

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