

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, June 16, 2014

7:30 p.m.

COMMITTEE MEETINGS:

7:00 pm – Personnel Committee: Graf, Mohan, 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 emailed on February 18, 2014 to The Express Times, The Star Gazette 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 Dempksi	
Jason Ford	
Jude Mohan	
John Trush	

B. PRESENTATIONS:

- Artwork Presentation: David Reed, Gr. 1, representing Port Colden School, and Lucy McMurray, Gr. 4, representing Brass Castle School
- HIB Self-Assessment Review 2013-2014 – Deb Tierney
- Reading Series Committee Report – Kim Sigman

4. Motion by _____, seconded by _____, to approve the minutes of May 12, 2014, as presented. MV:

5. Motion by _____, seconded by _____, to approve the executive session minutes of May 12, 2014, as presented. MV:

C. PUBLIC QUESTIONS AND DISCUSSION: (agenda items)

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

D. SECRETARY'S REPORT:

6. Motion by _____, seconded by _____, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending May 31, 2014, as presented. MV:

7. Motion by _____, seconded by _____, to approve the attached transfers, as recommended by the Superintendent. RCV:

8. Motion by _____, seconded by _____, to approve the Bills List from June 1, 2014-June 16, 2014. MV:

9. Motion by _____, seconded by _____, to approve the Board Secretary's and Treasurer's Reports for the month ending May 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.

E. SUPERINTENDENT'S REPORT

10. Motion by _____, seconded by _____, to approve Joanne Mitch, Teacher, Step 9 BA, salary to be \$56,086, effective September 1, 2014, as recommended by the Superintendent. RCV:

11. Motion by _____, seconded by _____, to approve Jennifer Testa, Teacher, Step 3 BA +15, salary to be \$48,781, effective September 1, 2014, as recommended by the Superintendent. RCV:

12. Motion by _____, seconded by _____, to approve Ashley Piccione, Teacher, Step 1 BA, salary to be \$46,326, effective September 1, 2014, as recommended by the Superintendent. RCV:

13. Motion by _____, seconded by _____, to approve Rachael Rhinehart, School Secretary, salary to be \$34,125, effective July 1, 2014, as recommended by the Superintendent. RCV:

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 approve the following personnel for summer work, hours not to exceed 30 hours per week, as recommended by the Superintendent. RCV:

James Coyle – at substitute custodian hourly rate of \$10.50
 Katharine Grace Hussey – at summer hourly rate of \$10.00
 Ryan Ostir – at summer hourly rate of \$10.00

16. Motion by _____, seconded by _____, to approve summer hours for the following staff to service students who transfer in the district from July 1, 2014 to August 31, 2014 (hours were included in 2014/15 budget), as recommended by the Superintendent. RCV:

Lynn Hardcastle, Social Worker	-	not to exceed 5 days
Elaine Giaimo, LDTC	-	not to exceed 5 days
Jessica Kyle, Speech	-	not to exceed 5 days
Jennifer McKenna, Psychologist	-	not to exceed 5 days

17. Motion by _____, seconded by _____, to approve the following personnel for the Summer Program and Summer Enrichment Program – July 14, 2014 – August 1, 2014 as recommended by the Superintendent. RCV:

Paraprofessional: Theresa Nanius – 3 weeks, 3 hours per day, \$14.95per hour
 (reflects 2013-2014 rate pending settlement of the paraprofessional negotiated contracts)

18. Motion by _____, seconded by _____, to approve the following personnel for the 2014-15 Extended Year Summer Program – July 7, 2014 – August 1, 2014, as recommended by the Superintendent. RCV:

Krista Ford	Paraprofessional (ABA)	\$15.85 per hour, 4 hours per day, 4 weeks
Sheridan Mecca	Paraprofessional	\$12.30 per hours, 4 hours per day, 4 weeks

(reflects 2013-2014 rate pending settlement of the paraprofessional negotiated contracts)

19. Motion by _____, seconded by _____, to approve the submission of the 2014-2015 NCLB Grant Application, as recommended by the Superintendent. RCV:

Title I part A	-	\$34,885
Title II part A	-	\$13,132

20. Motion by _____, seconded by _____, to approve the submission of the 2014 IDEA Amendment 2 funds. These funds total \$6,375 of which \$6,234 represent Non-Public carry-over), as recommended by the Superintendent. RCV:

21. Motion by _____, seconded by _____, to accept the Clean Communities Grant for 2014, in the amount of \$700.00. Grant monies will fund the Grade 5 Musconetcong Watershed Program scheduled for each September, (Mrs. Sigman is to be commended for writing this grant), as recommended by the Superintendent. RCV:

FYI: Washington Township School District Mentor Plan – Recently passed state regulations require the CSA to share the Mentor Plan with the BOE for related fiscal impacts. The fiscal impact of the mentor plan is minimal as the Mentor and the Resident will meet outside school district contracted time. As in the past, the Resident is required to pay the Mentor fee and the BOE Business Office will continue to handle mentor payments.

FYI: Washington Township School District Professional Development Plan – Recently passed state regulations require the CSA to share the District's Professional Development Plan with the BOE for related fiscal impacts. The District will allocate approximately \$18,000 to cover the costs associated with the district and school Professional Development Plans. Funding will be allocated for consultants, workshop registrations, supplies and substitute teachers. NCLB Title IIa funds, in the amount of \$13,132 will be utilized to support these professional development plans.

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

- Note from Deborah Cambria

I. COMMITTEE MEETINGS:

Finance & Policy Committee:

FYI: Job description moving forward:

1st reading July 2014

2nd reading August 2014

- Business Office Assistant
- Transportation Office Assistant

22. Motion by _____, seconded by _____, to authorize the Superintendent to make line item and fund balance transfers thru June 30, 2014, transfers to be approved by the Board at the July 14, 2014 meeting. RCV:

23. Motion by _____, seconded by _____, to authorize the Business Administrator to establish an accounts payable for all 2013-2014 purchase orders which have been received but have not been paid. RCV:

24. Motion by _____, seconded by _____, to authorize the Business Administrator to establish a reserve account for encumbrances for all 2013-2014 purchase orders which have been encumbered but not received by June 30, 2014. RCV:

25. Motion by _____, seconded by _____ to set the school lunch prices for 2014-2015 school year, as recommended by the Superintendent. RCV:

	<u>2014-2015</u>
Student Lunch	\$2.70
Extra Entrée w/lunch	2.00
Student Entrée Only	2.10
Milk	.60
Adult Lunch	3.50
Adult Entrée Only	2.90
Reduced	.40

26. Motion by _____, seconded by _____, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent. RCV:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Washington Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$150,000 into the Capital Reserve Account.

WHEREAS, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$150,000 into the Maintenance Reserve Account.

NOT THEREFORE BE IT RESOLVED by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

27. Motion by _____, seconded by _____, to approve the first reading of Policy Alert 202, as recommended by the Superintendent. RCV:

Policy Alert No. 202

0141 - Board Member Number and Term (Revised)

0143 - Board Member Election and Appointment (Revised)

An important component of Bylaw 0143 addresses case law that indicates the public is entitled to witness deliberations, policy formulation, and the decision-making process of the board for selecting a person to fill a Board member vacancy. Policy Guide 0143 provides this option as it does not require public interviews with candidates to fill a vacancy, but requires public discussion by the Board members in the public voting process so the public can witness deliberations, policy formulation, and the decision making process.

1581 – Victim of Domestic or Sexual Violence Leave (New)

The "New Jersey Security and Financial Empowerment Act" or "NJ SAFE Act" was adopted and codified in N.J.S.A 34:11C-1.1 et. Seq. The Act requires political subdivisions of New Jersey to provide leave time to an employee who was a victim of domestic violence or sexually violent offense(s) or if the employee's child, parent, spouse, domestic partner, or civil union partner was a victim of such offense.

3125 – Employment of Teaching Staff Members (Revised)

4125 – Employment of Support Staff Members (Revised)

Policy Guides 3125 and 4125 have been revised to remove options that are seldom, if ever, included in these Policy Guides. These Guides had options that included many terms and conditions of employment that are usually negotiated into a collective bargaining agreement or are included in an individual contract between the Board and the staff member and are not included in the district's policy manual. The nepotism option has also been removed from these Policy Guides and reference to the required Nepotism Policy has been inserted. In addition, some detailed requirement of the criminal history record check process have been deleted and are incorporated by referencing the statute.

3230 – Outside Activities (Revised)

4230 – Outside Activities (Revised)

1. Teaching (3230) or Support (4230) staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
4. Teaching (3230) or Support (4230) staff members shall not campaign on school grounds during their work day, send campaign literature home with pupils, or request direct, or have pupils distribute campaign literature on behalf of any candidate.

3240 – Professional Development for Teachers and School Leaders (Revised)

Has been revised regarding required professional development for teachers and school leaders. The new requirements shift the focus of professional development rules from a compliance focus with a cumbersome approval process to one that is focused on driving student learning and streamlining the planning and oversight process at local and State levels. Principals and Superintendents will become responsible, respectively, for developing school and district level professional plans and professional development activities will stress activities that are embedded in daily practices rather than learned offsite.

6511 – Direct Deposit (New)

N.J.S.A. 52:14-15h was recently approved and provides the option for a Board of Education to have a mandatory direct deposit program.

8507 – Breakfast Offer Versus Serve (OVS) – New

8508 – Lunch Offer Versus Serve (OVS) – New

Facilities Committee:

FYI: Letter of Intent to Participate in the DRLAP Broadband Component E-Rate Consortium

28. Motion by _____, seconded by _____, for the Washington Township Board of Education to authorize execution and delivery of Grant Agreement #G5-5955 for the partial roof replacement at the Brass Castle Elementary School – SDA Project #5530-040-14-G2UN and DOE Project #5530-040-14-1001 under Grant Agreement #G5-5955, as recommended by the Superintendent. RCV:

29. Motion by _____, seconded by _____, for the Washington Township Board of Education approves the Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project for the partial roof replacement at the Brass Castle Elementary School – SDA Project #5530-040-14-G2UN and DOE Project #5530-040-14-1001 under Grant Agreement #G5-5955, as recommended by the Superintendent. RCV:

30. Motion by _____, seconded by _____, to authorize the use of Capital Reserve funds for the purpose of funding the local share of the Schools Facilities Projects for the partial roof replacement at the Brass Castle Elementary School – SDA Project #5530-040-14G2UN and DOE Project #5530-040-14-1001 under Grant

Agreement #G5-5955. Anticipated total Capital Reserve Funds to be transferred/withdrawn for Local Share of the project in 2013-2014 and 2014-2015 budget not to exceed \$200,000, as recommended by the Superintendent. RCV:

31. Motion by _____, seconded by _____, to use Hunterdon County ESC and Middlesex Regional ESC Cooperative Purchasing Systems for the appointment of our Electrician, HVAC and Plumbing contractors based on price and availability for the 2014-2015 school year, as recommended by the Superintendent. RCV:

32. Motion by _____, seconded by _____, to submit an application for dual use of education space for room #200 and room #201 at Port Colden School and room #207 at the Brass Castle School to the County Executive Superintendent for approval. RVC:

33. Motion by _____, seconded by _____, to accept the following quotes for summer 2014-2015 Special Education transportation, as recommended by the Superintendent. RCV:

<u>Route #: Q-ESY 14A-AM</u>	
Snyder Bus Service, Inc.	\$ 64.50 per diem - Route
	<u>15.00</u> per diem - Aide
	\$ 79.50 per diem
Increase/Decrease	1.00 per mile

GST	\$ 79.00 per diem - Route
	<u>20.00</u> per diem - Aide
	\$ 99.00 per diem
Increase/Decrease	1.00 per mile

First Student – No Quote

<u>Route #: Q-ESY 14A-PM</u>	
Snyder Bus Service, Inc.	\$ 64.50 per diem - Route
	<u>17.00</u> per diem - Aide
	\$ 81.50 per diem
Increase/Decrease	1.00per mile

GST	\$ 74.00 per diem - Route
	<u>20.00</u> per diem - Aide
	\$ 99.00 per diem
Increase/Decrease	1.00 per mile

First Student – No Quote

<u>Route #: Q-ESY 14B-AM</u>	
Snyder Bus Service, Inc.	\$ 69.75 per diem - Route
	<u>15.00</u> per diem - Aide
	\$ 84.75 per diem
Increase/Decrease	1.00 per mile

GST	\$ 74.00 per diem - Route
	<u>20.00</u> per diem - Aide
	\$ 94.00 per diem
Increase/Decrease	1.00 per mile

First Student – No Quote

<u>Route #: Q-ESY 14B-PM</u>	
Snyder Bus Service, Inc.	\$ 69.75 per diem - Route
	<u>17.00</u> per diem - Aide
	\$ 86.75 per diem
Increase/Decrease	1.00 per mile

GST	\$ 74.00 per diem - Route
	<u>20.00</u> per diem - Aide
	\$ 94.00 per diem
Increase/Decrease	1.00 per mile

First Student – No Quote

34. Motion by _____, seconded by _____, to award the contracts for summer 2014-2015 Special Ed transportation, as follows, as recommended by the Superintendent. RCV:

<u>Route #: Q-ESY 14A-AM</u>	
Snyder Bus Service, Inc.	\$ 64.50 per diem - Route
	<u>15.00</u> per diem - Aide
	\$ 79.50 per diem
Increase/Decrease	1.00 per mile

<u>Route #: Q-ESY 14A-PM</u>	
Snyder Bus Service, Inc.	\$ 64.50 per diem - Route
	<u>17.00</u> per diem - Aide
	\$ 81.50 per diem
Increase/Decrease	1.00 per mile

<u>Route #: Q-ESY 14B-AM</u>	
Snyder Bus Service, Inc.	\$ 69.75 per diem - Route
	<u>15.00</u> per diem - Aide
	\$ 84.75 per diem
Increase/Decrease	1.00 per mile

<u>Route #: Q-ESY 14B-PM</u>	
Snyder Bus Service, Inc.	\$ 69.75 per diem - Route
	<u>17.00</u> per diem - Aide
	\$ 86.75 per diem
Increase/Decrease	1.00 per mile

Personnel Committee:

35. Motion by _____, seconded by _____, to approve the substitutes for the 2014-2015 school year, as listed on attached sheet, as recommended by the Superintendent. RCV:

Education Committee:

36. Motion by _____, seconded by _____, to approve the purchase of new reading textbooks. Title: Superkids Reading Program, Gr. K, 1, & 2. Publisher: Rowland Reading Foundation, at a total cost of \$26,460.00, Total Complimentary: \$12,735.00, as recommended by the Superintendent. RCV:

J. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business (The public may speak for three (3) minutes unless they have requested to be on the agenda.)

K. EXECUTIVE SESSION - if required as indicated in items b below.

37. 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
Pending or anticipated litigation
- g. Attorney-client privilege
- h. 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. 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: _____

38. Motion by _____, seconded by _____, to return to open session.

MV: Time: _____

39. Motion by _____, seconded by _____, to accept HIB incident PC-06-02-14, as recommended by the Superintendent. RCV:

L. EXECUTIVE SESSION - if required as indicated in items c & h below.

40. 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.

- i. Matters rendered confidential by Federal Law, State Law, or Court Rule
- j. Individual privacy
- k. Collective bargaining agreements
- l. Purchase or lease of real property if public interest could be adversely affected
- m. Investment of public funds if public interest could be adversely affected
- n. Tactics or techniques utilized in protecting public safety and property
Pending or anticipated litigation
- o. Attorney-client privilege
- p. 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 Collective Bargaining Agreements, and Personnel – employment matters affecting a specific prospective or current employee. Board Member Jason Ford is excused for discussion of the Paraprofessional Contract; Principals Valerie Mattes and Keith Neuhs are excused for discussion of Business Administrator’s Contract and Board Member Jason Ford is present. 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: _____

41. Motion by _____, seconded by _____, to return to open session.

MV: Time: _____

