

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, July 14, 2014

7:30 P.M.

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

Minutes of July 14, 2014

Call to order by President. Time: 7:30 p.m.

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 emailed on February 18, 2014, to the Star Gazette, The Express Times, and to the Clerk of Washington Township.

Members in attendance were Karen Graf, President, Anita Smith, Vice President, Sheila Dempski, Jason Ford, Jude Mohan (7:32) and John Trush. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, Valerie Mattes and Keith Neuhs, Principals were also present.

Members absent: Sally Christine

Flag Salute

B. PRESENTATION:

- Execution of Property Lot Line Realignment – Peter de Boer, Township Administrator

PROPERTY LOT
LINE
REALIGNEMENT

C. PUBLIC HEARING: EVVRS

A. As per Public Law 6A:16-5.3 each school district shall report incidents of violence, vandalism, substance abuse, and HIB for the previous school year. Those incidents shall also be reported to the NJ Department of Education via the department’s Electronic Violence and Vandalism Reporting System (EVVRS).

PUBLIC HEARING
EVVRS

As reported to the Department of Education for the 2013-2014 school year, there were no incidences of vandalism and/or substance abuse which rose to the standard established by the New Jersey Department of Education. There was one incident of school violence which resulted in a student suspension. There were no incidences of HIB.

Motion by Anita Smith, seconded by Jude Mohan, to accept the Annual Report of Violence, Vandalism, Substance Abuse and HIB for the 2013-2014 school year, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried.

EVVRS/HIB
REPORTS 2013-2014

Motion by Jude Mohan, seconded by Sheila Dempski, to approve the Annual HIB Self-Assessment Report, as presented by Deb Tierney at the June 16, 2014 board meeting, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried.

HIB SELF-
ASSESSMENT
REPORT

Motion by Sheila Dempski, seconded by Jason Ford, to approve the minutes of June 16, 2014, as amended. MV: Graf, Smith, Dempski, Mohan and Trush, all voting yes, Ford abstained, motion carried. MINUTES

Motion by Anita Smith, seconded by John Trush, to approve the executive session's minutes of June 16, 2014, as presented. MV: Graf, Smith, Dempski, and Mohan all voting yes, Ford and Trush abstained, motion carried. EXEC.SESSIO
MINUTES

D. PUBLIC QUESTIONS AND DISCUSSION: (agenda items) - NONE
(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

E. SECRETARY'S REPORT:

Motion by Anita Smith, seconded by Jude Mohan, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending June 30, 2014, as presented. MV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. STUD.ACT. PETY.
CASH & CAFÉ',
RPTS.

Motion by Jude Mohan, seconded by Sheila Dempski, to approve the attached transfers, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford and Mohan, all voting yes, Trush abstained, motion carried. TRANSFERS

Motion by _____, seconded by _____, to approve the Bills List from June 17, 2014 to June 30, 2014. MV: Tabled to August 18, 2014 Board Meeting. BILLS LIST

Jude Mohan left meeting from 8:22 p.m. – 8:24 p.m.

Motion by Sheila Dempski, seconded by Anita Smith, to approve the July 2014 Bills List. MV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. BILLS LIST

Motion by Jason Ford, seconded by Sheila Dempski, to approve the Board Secretary's and Treasurer's Reports for the month ending June 30, 2014, as presented. RCV: Graf, Smith, Dempski, Ford and Mohan all voting yes, Trush abstained, motion carried. SECRETARY'S
TREASURER'S &
FUND REPORTS

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.

Motion by Sheila Dempski, seconded by Jason Ford, to approve Bollinger, Inc., to provide voluntary Student Accident Insurance for the 2014-2015 school year as follows, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. BOLLINGER
STUDENT
INSURANCE

Fees:	School time only	\$ 74.00
	24 Hour	\$128.00

E. SUPERINTENDENT'S REPORT

- Motion by Sheila Dempski, seconded by Anita Smith, to approve the following substitute for the 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. SUBSTITUTE
- Teacher/Paraprofessional: Stacie D. Paruta
- Motion by Anita Smith, seconded by Jude Mohan, to approve Sara Carlstrom as School Secretary, effective from July 1, 2014 to July 31, 2014, salary to be \$45,628, prorated, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. S. CARLSTROM
- Motion by Jude Mohan, seconded by John Trush to accept, with regret, for the purpose retirement, the resignation of Donna Parenti, Teacher, effective June 30, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. D. PARENTI
RETIREMENT
- Motion by Jude Mohan, seconded by Anita Smith, to accept, with regret, the resignation of Corinne Gigantino, Teacher, effective, July 1, 2014, to waive the 60-day-notice clause in her contract, without setting precedence, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. C. GIGANTINO
RESIGNATION
- Motion by Jude Mohan, seconded by John Trush, to appoint Jennifer Hikade, as Business/Transportation Office Assistant, at the rate of \$14.00 per hour, 5.5 hours per day (not to exceed 30 hours per week), for 180 student days plus 20 days, (2 weeks at the close of school and 2 weeks before the opening of school), effective August 1, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. J. HIKADE
HIRE
- Motion by Jude Mohan, seconded by John Trush, to amend Sarah Baratta's salary and step for the 2014-2015 school year, to \$51,141, BA + 30, Step 5, (was listed as BA +15 on May approval list), as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. S. BARATTA –
AMENDED SALARY
- Motion by Sheila Dempski, seconded by Anita Smith, to execute a boundary line adjustment between the Port Colden property line (Block 43, Lot 10) and the Municipal Township of Washington County of Warren Public Works Department (Block 43, Lot 10.01); as designated in the July 14, 2014 Washington Township Board of Education Agenda Attachment #1b. RCV: Graf, Smith, Dempski, Ford, and Mohan, all voting yes, Trush abstained, motion carried. BOUNDARY LINE
ADJUSTMENT
- Motion by Jude Mohan, seconded by Anita Smith, to approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2014-2015 school year for a management fee of \$8,989.00 and a breakeven, no-cost guarantee food service operation, including the management, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. MASCHIO'S FOOD
SERVICE INC.
2014-2015
CONTRACT

Superintendent shared summary of Staff Survey.

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

1. Note from Sara Carlstrom
2. Letter from John Hornyak
3. Letter from Donna Parenti
4. Letter from Corinne Gigantino

CORRESPONDENCE

5. Minutes from Community Input Forum for Superintendent Search by John Trush

I. COMMITTEE MEETINGS:

Personnel Committee Report: Superintendent Merit Goals

Finance & Policy Committee:

Motion by Jude Mohan, seconded by Anita Smith, to approve the 1st reading of the following job descriptions, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. JOB DESCRIPTIONS

- Business Office Assistant
- Transportation Office Assistant

Facilities and Transportation Committee:

Motion by Jason Ford, seconded by Sheila Dempski, to submit an application for dual use of education space in the Brass Castle library, to the County Executive Superintendent for approval. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. DUAL USE APPLICATION

Policy Committee:

Motion by Jude Mohan, seconded by Anita Smith, to approve the 2nd reading and adoption of Policy Alert 202, as recommended by the Superintendent. RCV: Graf, Smith, Dempski, Ford, Mohan and Trush all voting yes, motion carried. POLICY ALERT 202 ADOPTION

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

J. PUBLIC QUESTIONS AND DISCUSSION: (old and/or new business) - NONE
(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 i below.

Motion by Jude Mohan, 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**

- 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 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: 9:05 p.m.

Motion by Jude Mohan, seconded by Anita Smith, return to open session.

OPEN SESSION

MV: unanimous – motion carried

Time: 9:40 p.m.

L. ADJOURNMENT:

Motion by Sheila Dempski, seconded by Jude Mohan, to adjourn.

ADJOURNMENT

MV: unanimous – motion carried

Time: 9:40 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary