

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, August 18, 2014**

**7:30 P.M.**

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**COMMITTEE MEETINGS:**

**7:00 pm - Personnel Committee: Graf, Mohan, Smith**

Minutes of August 18, 2014

Call to order by President. Time: 7:35 p.m.

The meeting was called to order by Karen Graf. 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 July 29, 2014 to The Express Times, The Star Gazette, and to the Clerk of Washington Township.

Flag Salute

Roll Call:

Members present were: Karen Graf, President, Anita Smith, Vice President, Sally Christine, Jude Mohan, and John Trush. In addition Roger Jinks, Superintendent, Jean Flynn, Board Secretary, Valerie Mattes and Keith Neuhs, Principals were also present.

Members absent: Sheila Dempski and Jason Ford

- Coalition for Healthy and Safe Communities – Warren County  
Mary Jo Harris, Coordinator
- Reading Series Committee Report Grs. 3 & 4 – Kim Sigman

Motion by Anita Smith, seconded by Jude Mohan, to approve the minutes of July 14, 2014, as amended. MV:Graf, Smith, Mohan and Trush all voting yes, Christine abstained, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the executive session minutes of July 14, 2014 as presented. MV:Graf, Smith, Mohan all voting yes, Christine and Trush abstained, motion carried.

Motion by Anita Smith, seconded by Jude Mohan, to approve the special meeting minutes of July 31, 2014, as presented. MV: Graf, Smith, Mohan all voting yes, Christine and Trush abstained, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the special meeting minutes of August 4, 2014, as presented. MV: Graf, Smith, Mohan all voting yes, Christine and Trush abstained, motion carried.

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

Karen Graf thanked Roger for his years of service.

#### **D. SECRETARY'S REPORT:**

Motion by Anita Smith, seconded by Sally Christine, to approve the attached transfers, as recommended by the Superintendent. RCV: Graf, Smith, Mohan and Jude Mohan all voting yes, Trush abstained, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve the Bills List from June 17, 2014 to June 30, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the August 2014 Bills List. MV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Anita Smith, seconded by Sally Christine, to enter into a contract with Sussex County Educational Services Commission to provide Chapter 192/193 Services (Compensatory Education, English as a Second Language (ESL), Supplementary Instruction and Home Instruction, Examination and Classification Services for eligible non-public school students for the 2014-2015 school year, as recommend by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mahon, to approve the contract with Sussex County Educational Services Commission to provide additional IDEA Supplementary Instruction and OT/PT services for eligible students attending the Good Shepherd Christian Academy for the 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to allocate 2014 Non-Public Transportation aide of \$3,619.00 to Textbooks for 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

#### **E. SUPERINTENDENT'S REPORT**

Motion by Anita Smith, seconded by Sally Christine, to approve the following substitutes for the 2014-2015 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Teacher/Paraprofessional: Damaris Millheim & Loretta Kirkpatrick  
Paraprofessional/Secretary: Sophia Georgoutsos  
Nurse – Ellen Garzon

Motion by Anita Smith, seconded by Jude Mohan, to accept, with regret, the resignation of Ashley Colnett, School Nurse effective September 18, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve Katie Wikander, School Nurse, Step 2 MA, salary to be \$50,766, effective September 1, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Anita Smith, seconded by Sally Christine, to approve Sarah Bettenhausen, Teacher, Step 7 BA +15, salary to be \$52,686, effective September 1, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve Dawn Nisivoccia, Teacher, Step 1 BA, salary to be 46,326, effective September 1, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve Melanie Plenge, Secretary Assistant, at the rate of \$13.50 per hour, not to exceed 30 hours per week, for 180 student days plus 20 days (2 weeks at close of school and 2 weeks at the before opening of school), effective August 18, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Anita Smith, seconded by Sally Christine, to amend the step and salary of Nicole Campagna, Teacher to Step 9 BA, salary to be \$56,086, effective September 1, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to amend the salary of Lynn Hardcastle, Social Worker, to be \$64,157 (recalculated 80% longevity pay), effective September 1, 2014 as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the following building transfer, effective September 1, 2014, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Dee Dugdale - from Port Colden to Brass Castle

Motion by Anita Smith, seconded by Sally Christine, to approve the following resolution, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

WHEREAS, the Board approves a direct deposit program, compliance by an employee shall be mandatory. The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14 all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required on N.J.A.C 6A:23A-5.7 and Policy 6510.

NOW THEREFORE, BE IT RESOLVED, that the mandatory direct deposit program will be implemented as soon as practical.

## **F. PRINCIPALS' REPORT**

## **G. TECHNOLOGY REPORT**

## **H. CORRESPONDENCE:**

- Letter from Ashley Colnett
- Note from Donna Parenti
- Washington Township Land Use Board

## **I. COMMITTEE MEETINGS:**

### **Personnel Committee:**

Motion by Anita Smith, seconded by Jude Mohan, to recognize completion of the Superintendent of Schools, Roger Jinks, 2013-2014 merit goals, pursuant to NJAC6A:23A-3.1 and the Superintendent's contract, the Washington Township Board of Education reviewed the achievement indicators of the superintendent's merit goals and has determined that Qualitative Goals #1 and #2 and Quantitative Goals #4 and #5 were met. As required by law, these determinations will be submitted to the Executive County Superintendent for approval before payment. RCV: Graf, Smith, Mohan, Christine and Trush, all voting yes, motion carried.

Motion by Anita Smith, seconded by Sally Christine, to appoint Keith Neuhs as Washington Township Superintendent of Schools for a contract term of September 1, 2014 – June 30, 2018. Contract and cost of contract have been approved by the Executive County Superintendent and the Executive County Business Administrator. RCV: Graf, Smith, Mohan, Christine, all voting yes, Trush abstained, motioned carried.

Motion by Anita Smith, seconded by Jude Mohan to advertise the position and hire an interim principal for Port Colden School. Salary not to exceed \$400 per day, without benefits for up to five days per week. Position will begin September 2, 2014. RCV: Graf, Smith, Mohan, Christine all voting yes, Trush abstained, motion carried.

**Finance & Policy Committee:**

Motion by Jude Mohan, seconded by Sally Christine, to approve the 2nd reading and adoption of the following job descriptions, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

- Business Office Assistant
- Transportation Office Assistant

Motion by Jude Mohan, seconded by Sally Christine, to apply for the FY 2015 IDEA Grant and accept the grant award funds, upon approval of the FY2015 IDEA application, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

Basic:	\$173,426
Preschool	\$ 11,047

**Facilities & Transportation Committee:**

Motion by Sally Christine, seconded by Jude Mohan, to approve the attached bus routes for the 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

Routes	2014-2015 Cost
01/F	\$18,193.54
02/KL	\$15,572.59
03/A	\$16,247.04
04/C	\$21,201.50
12/D	\$19,013.04
14AB/IM	\$20,829.88
15AB/G	\$14,976.44
16/E	\$23,010.29
21/h	\$21,063.81
22/Van 1	\$17,281.75
Van 2	\$39,047.48
3MD	\$10,896.49(\$60.53605/diem)
3SP	\$20,570.26(\$114.27922/diem)

Motion by Sally Christine, seconded by Jude Mohan, to approve the parental contract for student transportation to and from the Brass Castle School with Jessica McGourty Route # JM-1 for the 2014-2015 school year at total cost of \$1,039 upon verification of required documents. RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

**Education Committee:**

Motion by Anita Smith, seconded by Sally Christine, to approve the purchase of new Language Arts books, Title: Reading Wonders, Gr. 3 and 4 Publisher, McGraw Hill Education, at a total cost of \$31,099.29. Total Complimentary \$22,958.88, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Sally Christine, to approve the 6<sup>th</sup> grade Stokes field trip on September 24, 25, & 26, 2014, as recommended by the Superintendent. (All students will be transported in school busses unless their destination is New York City, Philadelphia or beyond 50 miles. Parents/guardians are responsible for all fees and transportation costs). RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Sally Christine, to approve the following clubs for the 2014-15 school year, as recommended by the Superintendent. RCV: Graf, Smith, Mohan, Christine and Trush all voting yes, motion carried.

<b>Club</b>	<b>Advisor</b>	<b>Sessions</b>	<b>Rate</b>	<b>Length of Session</b>	<b>Cost</b>
After School Spring Sports	John Hornyak	6	\$ 27.00	1 hour	\$ 162.00
After School Basketball –Coed	John Hornyak	6	\$ 27.00	1 hour	\$ 162.00
Archery	John Hornyak	24	\$ 27.00	1 hour	\$ 693.00
Blue and White Band	Nick Rizzo	67	\$ 27.00	1 hour	\$ 1,809.00
Board Game Club	Ruth O’Cone/Pam Slack	16	\$ 27.00	1 hour	\$ 914.00
Book Club	Pam Casserly	8	\$ 27.00	1 hour	\$ 216.00
Boys’ Running Club	John Hornyak	12	\$ 27.00	1 hour	\$ 324.00
Drama Club	Linda Watters	12	\$ 27.00	1 hour	\$ 399.00
Environmental Club	Anissa Mikitiuk/Christine Drevitch/Jamie Hussey	24	\$ 27.00	1 hour	\$ 748.00
<i>Exercise Club Fall/spring</i>	<i>Sue Graham/Whitney Nalepa</i>	<i>10</i>	<i>\$ 27.00</i>	<i>1.5 hours</i>	<i>\$ 405.00</i>
Field Hockey (Indoor)	Colleen O’Rourke	12	\$ 27.00	1 hour	\$ 324.00
Garden Club	Marilyn Balzer	8	\$ 27.00	1 hour	\$ 316.00
Girls Running Club	Pam Casserly/Susan Peterson	16	\$ 27.00	1 hour	\$ 864.00
Helping Hands Club	Lauren Hulse/Anissa Mikitiuk/Linda Watters	8	\$ 27.00	1 hour	\$ 482.00
Homework Club	(Pam Casserly sub) Deb Polhemus/	70	\$ 30.00	1 hour	\$ 2,100.00
It’s Like Zumba	Lauren Hulse	8	\$ 27.00	1 hour	\$ 532.00
Jazz Band/Brass Castle	Nick Rizzo	32	\$27.00	1 hour	\$ 864.00
Latin Club	Leslie Scherrei	12	\$ 27.00	1 hour	\$ 374.00
<i>Mind Games</i>	<i>Rebecca Grochowicz/Sue Mauer</i>	<i>10</i>	<i>\$ 27.00</i>	<i>1 hour</i>	<i>\$ 540.00</i>

<i>Outdoor Ball and Blacktop Games</i>	<i>Ruth O'Conne/ Pam Slack</i>	12	\$ 27.00	1 hour	( <i>&lt;25 students salary would be split</i> ) \$ 324.00
Panther Band	Nick Rizzo	29	\$ 27.00	1 hour	\$ 783.00
Sixth Grade Safety	Pam Casserly	meetings as needed			\$ 400.00 ( <i>coordinator stipend</i> )
Story Time	Tonilynn Melhem	8	\$ 27.00	1 hour	\$ 216.00
Talent Show	Drevitch/Rizzo	16	\$ 27.00	1 hour	\$ 324.00
Writing Club – PC	Tonilynn Melhem	8	\$ 27.00	1 hour	\$ 266.00

Superintendent's evaluation was presented and accepted.

**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.)

Pam Casserly commented positively on book selection.

**K. EXECUTIVE SESSION** - if required as indicated in items \_\_\_ below. - NONE

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
- 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: \_\_\_\_\_ Time: \_\_\_\_\_

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to return to open session.

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

**L. ADJOURNMENT:**

Motion by Anita Smith, seconded by Jude Mohan, to adjourn.

MV      Unanimous-motion carried      Time: 9:20 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary