

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, February 17, 2015

7:30 p.m.

Minutes of February 17, 2015

Call to order by President. Time: 7:30 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 January 15, 2015 to The Express Times, The Star Gazette, and to the Clerk of Washington Township.

Flag Salute

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

Members absent: Anita Smith, Vice President

Administering the Oath of Office to the new elected Board Member. (Newly elected Board Member sign the Oath of Office) *Lauren Schlaffer*

|            |                             |                                |
|------------|-----------------------------|--------------------------------|
| Roll Call: | Karen Graf, President       | Keith T. Neuhs, Superintendent |
|            | Sally Christine             | Jean Flynn, Board Secretary    |
|            | Jude Mohan                  |                                |
|            | Lauren Schlaffer            |                                |
|            | Anita Smith, Vice President |                                |
|            | John Trush                  |                                |

**B. INTRODUCTION/INTERVIEW:**

Candidates for open board seat – Joseph Armstead and Kimberley Morris

Kimberly Morris withdrew her name for the open board seat. Joseph Armstead will be appointed at our March 16<sup>th</sup> meeting pending receipt of all necessary documents.

**C. EXECUTIVE SESSION** - As indicated in items   b   below. – NONE

Kimberley Morris withdrew letter of interest for seat on board. Interviewed Joseph Armstead.

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/board candidate interviews. 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.

Motion by Sally Christine, seconded by Jude Mohan, to approve the minutes of January 5, 2015 as corrected. MV: all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the executive session minutes of January 5, 2015 as presented. MV: all voting yes, motion carried.

#### **D. PUBLIC QUESTIONS & DISCUSSIONS (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 John Trush, seconded by Jude Mohan, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending December 31, 2014 and January 31, 2015, as presented. MV: all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve the Board Secretary and Treasurer's Reports for the month ending December 30, 2014 and January 31, 2015, as presented. RCV: Graf, Christine, Mohan and Schlaffer all voting yes, Trush abstained, motion carried.

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 Jude Mohan, seconded by John Trush, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Christine, Mohan and Schlaffer all voting yes, Trush abstained, motion carried.

Motion by John Trush, seconded by Sally Christine, to approve the Bills List for February 2015. RCV: Christine, Mohan, Schlaffer and Trush all voting yes, Graf abstained, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

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 times 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:

\$15,000 for Maintenance Accounts for Brass Castle and Port Colden

WHEREAS, according to 6A:23A-14.2E, 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.

Motion Jude Mohan, seconded by Sally Christine, to adopt the following Resolution to Address the Capital Project Needs of New Jersey School Districts as follows, as recommended by the Superintendent. RCV: Graf, Christine, Mohan and Schlaffer all voting yes, Trush voting no, motion carried.

**Whereas**, the Washington Township Board of Education, County of Warren has determined the need exists to address certain school facility projects in the Washington Township School District that require immediate and/or near term consideration for renovation, upgrade, or maintenance and attached hereto, and

**Whereas**, prior to current New Jersey school budget restrictions, projects of this nature were addressed through a school district's annual operating budget and included within the capital outlay portion of its annual budget, and

**Whereas**, prior to current law, these smaller Capital Outlay projects were always considered authorized adjustments to any tax levy or budgetary caps in place at that time, and

**Whereas**, projects of this nature were generally of such size and scope that the annual cost of these projects did not substantially impact the local taxpayer, and

**Whereas**, Chapter 44 of the Laws of 2010 amended 18A:7F-38 and placed more restrictive limits on school district annual budget increases by providing that no school district shall adopt an annual budget with an increase in its adjusted tax levy of more than 2% after adjustments for enrollment, health care costs, and certain accrued liability pension contributions, and

**Whereas**, Chapter 44 effectively eliminated any authorized adjustments heretofore in place that addressed the capital needs of school districts, and

**Whereas**, a *tax levy cap* of 2% often results in an annual school operating budget limit of less than 1% which must accommodate all increases relative to salaries, benefits, supplies, and operational services, and

**Whereas**, school districts around the state are experiencing great difficulty in meeting the educational needs of their district within the constraints of the 2% tax levy cap; and accordingly, must set aside, if not delay, addressing important capital projects that if go unaddressed will certainly result in much higher costs to the state and local taxpayer in the future.

**Now Therefore Be It Resolved**, that the Washington Township Board of Education calls upon its district legislators, the Commissioner of Education, and the Governor of New Jersey to consider amendments to current law to provide that school capital costs again be recognized as authorized adjustments to school tax levy increases, and

Be It Further Resolved, that a copy of this resolution be sent to the Governor of the State of New Jersey, the NJ Commissioner of Education, local legislators, the New Jersey School Board's Association, and the New Jersey Association of School Business Officials.

## F. SUPERINTENDENT'S REPORT

Motion by Sally Christine, seconded by Jude Mohan, to approve the following substitutes for the 2014-2015 school year, upon completion of employment requirements, as recommended by the Superintendent. RCV:

Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Teacher/Paraprofessional: Richard Card, Tyler Ferrentino, Jamie Graba and Nicole Wyglendowski  
Paraprofessional: Barbara Ramirez & Ann Verdon

Motion by Jude Mohan, seconded by John Trush, to accept, with regret, the resignation of Barbara Ramirez, paraprofessional, effective January 30, 2015 as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by John Trush, seconded by Sally Christine, to approve Tammy Mornick, as a Paraprofessional, Step 1 for the 2014-2015 school year, salary to be at an hourly rate of \$12.30, not to exceed 30 hours per week, effective February 10, 2015, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve maternity leave, for Nicole Smith, anticipated last day to be Friday, February 27, 2015 and anticipated returning to work the first week of June 2015, using sick days, disability insurance, the Federal Family and Medical Leave Act and the New Jersey Family and Medical Leave Act, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer all voting yes, Trush abstained, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve Catherine Proulx, School Psychologist, as a long term substitute for Jennifer Borusovic, Step 1 MA +30, salary to be \$264.00 per diem, up to 5 days per week, effective March 1, 2015 through October 30, 2015, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve Children's Therapy Services Inc. to provide speech therapy services at \$82.50 per hour, for the 2014-2015 school year, effective February 1, 2015 through June 1, 2015, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve Kara Peschel, a student at Warren County Community College, to observe 15 hours in Kara Lisk's classroom, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Q-4th grade – Statue of Liberty/Ellis Island– 6/11/2015

|                                  |                            |
|----------------------------------|----------------------------|
| a) Easton Coach (55 passenger)   | 2 buses x 1,265 = 2,530.00 |
| b) Starr Tours (55 passenger)    | Sold Out                   |
| c) Panorama Tours (49 passenger) | Sold Out                   |

Motion by Jude Mohan, seconded by John Trush, 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: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

|                             |                 |                  |
|-----------------------------|-----------------|------------------|
| Easton Coach (55 passenger) | 1,265 x 2 buses | Total \$2,530.00 |
|-----------------------------|-----------------|------------------|

Motion by Sally Christine, seconded by Jude Mohan, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the following Resolution/Waiver of Requirements, Special Education Medicaid Initiative (SEMI) Program, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, and Schlaffer, all voting yes, Trush voting no, motion carried.

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative

(SEMI) Program for the 2015-16, and;

Whereas, the Washington Twp. Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty (40) allowable Medicaid eligible classified students for the 2015-16 budget year.

Now Therefore Be It Resolved, that the Washington Twp. Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Warren an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2015-16 school year.

Motion by Jude Mohan, seconded by John Trush, to approve the submission of the 2015 IDEA Amendment 1 (Amendment 1 is to carry-over 2013-2014 unused funds – these funds total \$4,802 – \$3,092 is related to Non-Public Professional Services unspent), as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Sally Christine, to approve the amended 2014-2015 Washington Township school district calendar (revised 2/9/2015), to include: as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

- Power Outage – October 20, 2014
- Snow Emergency Days – November 26, 2014, January 12, 26 & 27 and February 2, 2015
- Friday, February 13, 2015, changes from being a school holiday to an early dismissal for students-In-Service for staff

Motion by Sally Christine, seconded by Jude Mohan, to approve the amended hours for the following club for the 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

| Club  | Advisor       | Rate    | Sessions | Length of Session | Cost     |
|-------|---------------|---------|----------|-------------------|----------|
| Drama | Linda Watters | \$27.00 | 30       | 1 hr.             | \$810.00 |

#### G. PRINCIPAL'S REPORT

#### H. TECHNOLOGY REPORT

#### I. CORRESPONDENCE

1. Letter from Mr. Armstead
2. Letter from Barbara Ramirez

**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, b 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 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. Anticipated action on HIB incidents.

#### **L. ADJOURNMENT**

Motion by Jude Mohan, seconded by Sally Christine, to adjourn.

MV: unanimous-motion carried

Time: 8:49 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary