

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, March 16, 2015

7:30 p.m.

Minutes of March 16, 2015

Call to order by President. Time: 7:32 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, Anita Smith, Vice President, Sally Christine, Lauren Schlawfer, and John Trush. In addition Keith T. Neuhs, Superintendent, Jean Flynn, Board Secretary, and Valerie Mattes, and Michael Neu, Principals, were also present.

Members absent: Jude Mohan

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

Roll Call:	Karen Graf, President	Keith T. Neuhs, Superintendent
	Joseph Armstead	Jean Flynn, Board Secretary
	Sally Christine	
	Lauren Schlawfer	
	Anita Smith, Vice President	
	John Trush	

Motion by Sally Christine, seconded by John Trush, to approve the adoption of the New Jersey School Board Member Code of Ethics 18a:12-24.1. (All board members sign acknowledgement of receipt). RCV: Graf, Armstead, Christine, Schlawfer, Smith and Trush all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the minutes of February 17, 2015 as presented. MV: Smith and Armstead abstained, all others voting yes, motion carried.

B. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items) - NONE

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

C. SECRETARY'S REPORT

Motion by Anita Smith, seconded by Joseph Armstead, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending February 28, 2015, as presented. MV: All voting yes, motion carried.

Motion by Joseph Armstead, seconded by Sally Christine, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlawfer, and Smith all voting yes, Trush abstained, motion carried.

Motion by Sally Christine, seconded by Lauren Schlawfer, to approve the Bills List for March 2015. RCV: Graf, Christine, Schlawfer, Smith and Trush all voting yes, Armstead abstained, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the Board Secretary and Treasurer's Reports for the month ending February 28, 2015, as presented. RCV: Graf, Armstead, Christine, Schlawfer, and Smith 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.

D. SUPERINTENDENT'S REPORT

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

Teacher/Paraprofessional: Cheryl Campbell, Jane Iuvone and Lisa Smith
Paraprofessional: Michelle VanNest

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

Motion by Lauren Schlaffer, seconded by Sally Christine, to approve the 2014-2015 Washington Township school district calendar (revised 3/16/15), as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Sally Christine, seconded by John Trush, to approve the application for the Child Assault Prevention (CAP) Grant for 2015-2016 in the amount of \$1,208, (with an anticipated WTSD share of program is \$362.40), as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Sally Christine, to approve Alexis Jones, a student at Fairleigh Dickinson, for student teaching, to teach with Dawn Harper, fall 2015 placement, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve Samantha McCatharn, a student at Warren County Community College, to observe 15 hours, in Lisa Galoppo's class, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve Brianna DiMaggio, a student at Warren County Community College, to observe, 15 hours in Lauren Hulse's class, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve Brian Rozanski, a student at Warren County Community College, to observe, 15 hours in TonyLynn Melhem's class, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve Laura Davis, a student at the University of the Sciences, to shadow (45 hours), Leslie Wexler, and Occupational Therapist, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Sally Christine, to approve Michelle Wilkinson, a student at Centenary College, as a student teacher, with Whitney Nalepa and Susan Maurer, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Sally Christine, seconded by John Trush, to approve David Lance, a student at Centenary College, to participate in a fall 2015 practicum, at Brass Castle School, with Dawn Baxendale, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Lauren Schlaffer, to approve the following field trip, for the 2014-2015 school year, as recommended by the Superintendent. (Students will walk to center.) RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

- Mary Apgar Center – Washington, NJ – April 1, 2015 - Gr. 4 – Watters

Motion by Joseph Armstead, seconded by Sally Christine, to accept the amended Bi-Annual Report of Harassment, Intimidation and Bullying, dated December 31, 2014, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

As reported to the Department of Education, there was one incident of harassment, intimidation or bullying during the 2014/2015 school year for the period ending December 31, 2014.

Motion by Sally Christine, seconded by John Trush, to approve the amendment of our Long Range Facilities Plan (LRFP) to include the following capital projects, as recommended by the Superintendent. RCV: (This serves as amendment to our LRFP as the NJ Department of Education new LRFP application system is not available.) RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Project	Estimated Cost
Door Access Control System (Brass Castle & Port Colden)	\$ 27,000
District-wide Digital Phone & Voicemail System	\$ 55,000
BC Gym Floor Replacement (Asbestos)	\$ 80,000
Macadam behind Port Colden Building	\$ 50,000
Cement behind Brass Castle APR	\$ 20,000
Brass Castle Computerized HVAC Control System	\$ 50,000

Motion by Anita Smith, seconded by Joseph Armstead, to accept the following Keyscan Door Access Control System quotes for the Brass Castle and Port Colden Schools, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Keystone Information Technology	\$29,075.00
Arose Incorporated	\$28,248.00
RFP Solutions, Inc.	\$25,145.55

Motion by Sally Christine, seconded by John Trush, to award the contract for the Keyscan Door Access Control System for the Brass Castle and Port Colden Schools to RFP Solutions, Inc. in the amount of \$25,145.55, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the purchase of NEC Digital Telephone and Voicemail System District-wide (Brass Castle, Port Colden and Old Schoolhouse) in the amount of \$51,038.75 to RFP Solutions, Inc. and authorized dealer/distributor NJ New Jersey State Contract Vendor: NEC Corporation of America. (State contract #80801), as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith all voting yes, Trush voting no, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to adopt the following Resolution to Withdraw Capital Reserve, as follows, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

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:

\$25,145.55 for the Keyscan Door Access Control System
\$51,038.75 for NEC Digital Telephone and Voicemail Control System

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 .

Motion John Trush, seconded by Anita Smith, to approve the 2015 Independent Evaluators and Reasonable Rates list, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the following Education and Personnel appointments for the 2014-2015 school year, effective December 19, 2014, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

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|----------------------------------|-------------|
| a. 504 Coordinator | Michael Neu |
| b. Attendance Officer | Michael Neu |
| c. Civil Rights Officer | Michael Neu |
| d. Liaison for Homeless Children | Michael Neu |

E. PRINCIPAL'S REPORT

F. TECHNOLOGY REPORT

G. CORRESPONDENCE

- Thank You Note from Suzanne Lee

H. COMMITTEE REPORTS

Finance & Policy Committee:

Motion by Anita Smith, seconded by Sally Christine, to adopt the proposed 2015-2016 school district budget to be submitted to the Executive County Superintendent of Schools for approval. RCV: Graf, Armstead, Christine, Schlaffer, and Smith all voting yes, Trush voting no, motion carried.

General Fund	\$8,584,678
Special Revenue Fund	\$ 256,000
Total Base Budget	\$8,840,678

General Fund Tax Levy	\$5,843,253
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I. 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.)

J. EXECUTIVE SESSION - if required as indicated in items a & b below.

Motion by Sally Christine, seconded by Lauren Schlaffer, 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 Matters rendered confidential by Federal Law, State Law, or Court Rule and 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: unanimous- motion carried Time: 9:30 p.m.

Motion by Sally Christine, seconded by John Trush, to return to open session.

MV: unanimous- motion carried Time: 9:40 p.m.

Motion Anita Smith, seconded by Joseph Armstead, to accept HIB Incident PC02102015A, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Lauren Schlaffer, to accept HIB Incident PC02102015B, as recommended by the Superintendent. RCV: Graf, Armstead, Christine, Schlaffer, Smith and Trush all voting yes, motion carried.

K. ADJOURNMENT

Motion by Anita Smith seconded by Sally Christine, to adjourn.

MV: unanimous – motion carried Time: 9:41 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary