

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, June 8, 2015

7:30 p.m.

**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 January 15, 2015 to The Express Times, The Star Gazette and to the Clerk of Washington Township.

2. Flag Salute

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

**B. PRESENTATIONS:**

- Artwork Presentation: Bailey Asbury, Gr. 3 representing Port Colden School, and Livia Schultz, Kindergarten and Tess Errickson, Gr. 4, representing Brass Castle School
- Teacher of the Year – Sue Maurer and Deborah Tierney
- HIB Self-Assessment Review 2014-2015 – Deborah Tierney

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of May 11, 2015, as presented. MV:

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the executive session minutes of May 11, 2015, 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, 2015, 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, 2015-June 8, 2015. MV:

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board Secretary's and Treasurer's Reports for the month ending May 31, 2015, 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 Stacie Paruta, Teacher, Step 8 MA salary to be \$58,223\_\_\_ effective September 1, 2015, as recommended by the Superintendent. RCV:

11.Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to amend Susan Peterson's salary and step for the 2015-2016 school year, to \$74,933, MA + 30, Step 14, (was listed as MA+15 on May approval list), as recommended by the Superintendent. RCV:

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities and Transportation Supervisor's, contract for the 2015-2016 school year, as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. RCV:

13.Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following building transfers, effective September 1, 2015 as recommended by the Superintendent. RCV:

Nicole Campagna	-	from Brass Castle to Port Colden
Ruth O'Cone	-	from Port Colden to Brass Castle
Ashley Piccione	-	from Port Colden to Brass Castle

14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following substitutes for the 2014-2015 school year, upon completion of employment requirements, as recommended by the Superintendent. RCV:

Paraprofessional - Heather Wulff  
Custodian – Walter Burkat (effective 5/28/15)

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following personnel for summer work, at summer hourly rate of \$10.00 per hour, hours not to exceed 30 hours per week, as recommended by the Superintendent. RCV:

Walter Burkat  
Matt Cooper  
Ryan Ostir  
Amy Slack

16. Motion by\_\_\_\_\_, seconded by \_\_\_\_\_ to place the following classified students in the Washington Township Extended School Year Program, as recommended by the Superintendent. RCV:

ID#: 15-05 and 15-17

17. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to enter into an interlocal service agreement with the Township of Washington for School Resource Officer (SRO) service, for the 2015-2016 school year, in the amount of \$49,410, as recommended by the Superintendent. RCV:

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, for Lake Drive School to provide audiological services for the 2015-2016 school year for student # 12-08, 3 hours/year at a rate of \$175.00 per hour, as recommended by the Superintendent. RCV:

19. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Dawn Baxendale, Laura Hawk, Lauren Hulse, Raph Margolin, Deborah Polhemus and Linda Watters to work on Math curriculum during the summer at a rate of \$30.00 per hour, not to exceed 10 hours, as recommended by the Superintendent. RCV:

20. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV:

21. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve PL2015, as recommended by the Superintendent. RCV:

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contract previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the submission of the 2015-2016 NCLB Grant Application, as recommended by the Superintendent. RCV:

Title I part A	-	\$35,898
Title II part A	-	\$13,052

23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the submission of the 2015 IDEA Amendment 2 funds. Reallocate funds to Professional Educational Services, as recommended by the Superintendent. RCV:

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following resolution, as recommended by the Superintendent. RCV:

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 continued for the 2015-2016 school year.

#### **F. PRINCIPALS' REPORT**

#### **G. TECHNOLOGY REPORT**

#### **H. CORRESPONDENCE:**

- Letter from Valerie Mattes
- Note from Kimberly Sigman

#### **I. COMMITTEE MEETINGS:**

##### **Finance & Policy Committee:**

25. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the 1st reading of the following job descriptions, as recommended by the Superintendent. RCV:

- Curriculum/Technology Coordinator
- Teacher-In-Charge

26. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2015 – June 30, 2016 for the sum of \$86,700, as recommended by the Superintendent. RCV:

27. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Superintendent to make line item and fund balance transfers thru June 30, 2015, transfers to be approved by the Board at the July 13, 2015 meeting. RCV:

28. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Business Administrator to establish an accounts payable for all 2014-2015 purchase orders which have been received but have not been paid. RCV:

29. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Business Administrator to establish a reserve account for encumbrances for all 2014-2015 purchase orders which have been encumbered but not received by June 30, 2015. RCV:

30. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to apply for the FY 2016 IDEA Grant and accept the grant award funds, upon approval of the FY2016 IDEA application, as recommended by the Superintendent. RCV:

Basic:	\$171,206
Preschool	\$ 11,116

31 Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to set the school lunch prices for 2015-2016 school year (note: 5 cent increase in student lunch & student entrée' only), as recommended by the Superintendent. RCV:

	<u>2015-2016</u>
Student Lunch	\$2.75
Extra Entrée w/lunch	2.00
Student Entrée Only	2.15
Milk	.60
Adult Lunch	3.50
Adult Entrée Only	2.90
Reduced	.40

32. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the following quotes on a Cafeteria POS (Point of Sale) System, as recommended by the Superintendent:

	<u>QSP</u>	<u>Heartland</u>
Initial Licensing/Hosting	\$9,713	\$15,586.85
Annual Maintenance/Support	\$2,097	\$ 1,178.00

33. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the purchase of the QSP POS system, as recommended by the Superintendent. RCV:

(QSP system automatically interfaces with our student software Oncourse, to provide more timely data transfer while Heartland POS system necessitates reports to be uploaded manually)

34. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Change Order #1 in the amount of \$855.00 for an additional door access control to the inner vestibule at the Port Colden School, as recommended by the Superintendent. RCV:

35. 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 \$200,000 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.

36. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the first reading of Policy Alert 204 and 205, as recommended by the Superintendent. RCV:

**Facilities Committee:**

37. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the attached routes (out for quote) for summer 2015-2016 special education transportation, as recommended by the Superintendent. RCV:

**Personnel Committee:**

38. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the substitutes for the 2015-2016 school year, per attached, as recommended by the Superintendent. RCV:

39. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize the Superintendent to hire personnel during summer months upon verbal approval from the board of education president and chairperson of the personnel committee. The motion for approval of personnel will be brought to the board at the next scheduled board meeting. 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 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.

- 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 Personnel – employment matters affecting a specific prospective or current employee/Superintendent Evaluation. 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: \_\_\_\_\_

#### **L. ADJOURNMENT**

42. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn.

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