

WASHINGTON TOWNSHIP BOARD OF EDUCATION

DISTRICT RE-ORGANIZATION & REGULAR MEETING

Monday, May 11, 2015

7:30 p.m.

Personnel Committee Meeting – 7:00 p.m.

- ***Karen Graf & Anita Smith***

Minutes of May 11, 2015

Call to order by President.

Time: 7:33 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, Joseph Armstead, Jude Mohan, and John Trush. In addition Keith T. Neuhs, Superintendent, Jean Flynn, Board Secretary, and Valerie Mattes, Principal and Michael Neu, Principal, were also present.

Members absent: Sally Christine, Lauren Schlauffer

Motion by Jude Mohan, seconded by John Trush, to approve the minutes of April 27, 2015, as presented. MV: All voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the executive session minutes of April 27, 2015, as presented. MV: All voting yes, Mohan abstained, motion carried.

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

C. SECRETARY'S REPORT:

6. Motion by Anita Smith, seconded by Joseph Armstead, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending April 30, 2015, as presented. MV: All voting yes, motion carried.

7. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

8. Motion by Jude Mohan, seconded by John Trush, to approve the Bills List for May, 2015. MV: All voting yes, motion carried.

9. Motion by Anita Smith, seconded by Joseph Armstead, to approve the Board Secretary's and Treasurer's Reports for the month ending April 30, 2015, as presented. RCV: Graf, Smith, Armstead, and Mohan 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

10. Motion by Jude Mohan, seconded by John Trush, to approve the following substitute for the 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Teacher: Michele Wilkinson

11. Motion by John Trush, seconded by Anita Smith, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

12. Motion by Anita Smith, seconded by Joseph Armstead, to place the following classified student in the Washington Township Extended School Year Program, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

ID#: 15-14

13. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following personnel for the 2015-2016 Extended School Year Program – July 6, 2015 – July 31, 2015, due to an anticipated placement, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Staff Member	Position	Rate
Krista Ford/Personal Aide/ABA Trained	Paraprofessional/ABA	\$16.30

E. PRINCIPALS' REPORT

F. TECHNOLOGY REPORT

G. CORRESPONDENCE: None

H. COMMITTEE MEETINGS:

I. RE-ORGANIZATION MOTIONS:

14. Motion by Anita Smith, seconded by Joseph Armstead, to adopt the following Mission Statement, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, and Mohan voting yes, Trush voting no, motion carried.

It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

15. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the adoption of the 2015-2016 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

16. Motion by Jude Mohan, seconded by John Trush, to adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

17. Motion by John Trush, seconded by Anita Smith, to establish the agenda for the 2015-2016 school year as follows: RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Call meeting to order, Minutes, Public Input (agenda items), Presentations, Minutes, Secretary's/Treasurer's Report, Report Fund, Superintendent's Report, Principal's Report, Technology Report, Correspondence, Committee Reports - Facilities - Education - Personnel - Finance & Policy, Public Input, (old and/or new business), Executive Session (when necessary), Open Session, Adjournment. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

18. Motion by Anita Smith, seconded by Joseph Armstead, to adopt the Washington Township School District Policy and Regulations manuals. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

(That in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)

19. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the Washington Township School District Job Description Manual. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

20. Motion by Jude Mohan, seconded by John Trush, approve the following finance appointments/re-appointments for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

a. Board Secretary	Jean Flynn
b. Treasurer of School Monies	James Miller
c. Public Agency Compliance Officer	Jean Flynn
d. Purchasing Agent	Jean Flynn
e. Custodian of Public Records	Jean Flynn
f. Title 9 Compliance Officer for contracts	Jean Flynn
g. Flexible Spending Account Administrator	Jean Flynn
h. Auditor	Anthony Ardito, Ardito & Company, LLP

21. Motion by Anita Smith, seconded by Joseph Armstead, approve the following Education and Personnel appointments/re-appointments for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

a. Accountability Officer/IDEA	Valerie Mattes
b. Accountability Officer/NCLB	Michael Neu
c. Affirmative Action Officer	Valerie Mattes
d. 504 Coordinator	Michael Neu
e. 504 Case Manager	Deborah Tierney
f. Attendance Officer	Michael Neu
g. Title 9 Compliance Officer	Valerie Mattes
h. Civil Rights Officer	Michael Neu
i. Liaison for Homeless Children	Michael Neu
j. Substance Awareness Coordinator	Jennifer Borusovic(Catherine Proulx)

- | | |
|----------------------|----------------------------|
| k. School Physician | Charles Evans, III |
| l. Emergent Services | Warren Hills Health Center |

22. Motion by Joseph Armstead, seconded by Jude Mohan, approve the following facilities appointments/re-appointments for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

- | | |
|--|--|
| a. AHERA Coordinator | Paul Piccotti |
| b. Indoor Air Quality Officer | Paul Piccotti |
| c. Integrated Pest Management (IPM) Coord. | Paul Piccotti |
| d. HCS/Right To Know Contact Person | Paul Piccotti |
| e. Health and Safety Designee | Paul Piccotti |
| f. Asbestos Management Officer | Paul Piccotti |
| g. Architect, Engineers/Planners | Gianforcaro, Architects and Engineers/Planners |
| h. Chemical Hygiene Officer | Paul Piccotti |

23. Motion by Jude Mohan, seconded by John Trush, to appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2015-2016 school year. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

24. Motion by John Trush, seconded by Anita Smith, to approve Maureen Miller, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

25. Motion by Anita Smith, seconded by Joseph Armstead, to approve the bid threshold at \$36,000 and quote threshold at \$5,400 as per 18A:18A-3, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

26. Motion by Joseph Armstead, seconded by Jude Mohan, to appoint Schwartz, Simon, Edelstein, Celso & Kessler to provide legal counsel to the Board for the 2015-2016 school year, rate to be \$166.46 per hour for general, special education, construction and litigation matters handled by partners and counsel; \$156.06 per hour for matters handled by Associates, and \$114.44 per hour for Paralegals and Law Clerks, (no increase for 2015-2016), as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

27. Motion by Jude Mohan, seconded by John Trush, that Fulton Bank be used as depository of school funds. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

28. Motion by John Trush, seconded by Anita Smith, to authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

29. Motion by Anita Smith, seconded by Joseph Armstead, to establish a Petty Cash Fund in the amount of \$250.00 for the 2015-2016 school year and that checks for the Petty Cash Account, reimbursed by the Board, and checks for the school Student Activity, Cafeteria Account, Port Colden School House fund, Child Care Account, and JUCITF (SUI) Account be signed by the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

30. Motion by Joseph Armstead, seconded by Jude Mohan, that checks for the regular checking account be signed by the President or alternate, the Treasurer, and the Board Secretary. Board President and Treasurer signature stamp to be used in accordance with Board Policy. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

31. Motion by Jude Mohan, seconded by John Trush, that checks for the payroll and agency accounts be signed by the Treasurer of School Monies or Board President or Vice-President in the absence of the President. Board President and Treasurer signature stamp to be used in accordance with Board Policy. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

32. Motion by John Trush, seconded by Anita Smith, that the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

33. Motion by Anita Smith, seconded by Joseph Armstead, to appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Agent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

34. Motion by Joseph Armstead, seconded by Jude Mohan, to appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Agent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

35. Motion by Jude Mohan, seconded by John Trush, to appoint Ameriflex, as the Flexible Spending Broker of Record. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

36. Motion by John Trush, seconded by Anita Smith, to designate The Star Gazette (primary) and The Express Times (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

37. Motion by Anita Smith, seconded by Joseph Armstead, to approve the following Tax Shelter Annuity Companies for the 2015-2016 school year. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Oppenheimer Shareholder Services
Lincoln Investment Planning

Financial Resources
Legend Group

38. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following Tax Shelter Annuity Brokers for the 2015-2016 school year. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Jeffrey Febbo
David Haase
Jeffrey Kenyon
Jonathan H. Peck

39. Motion by Jude Mohan, seconded by John Trush, to approve the following Disability Insurance Plans. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Prudential Insurance - Teachers, Administrators, Support Staff
Aetna Life Insurance - Administrators, Support Staff

40. Motion by John Trush, seconded by Anita Smith, to authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15th of the month or to secure a discount if paid within a certain time period and to adopt the 25th of the month to be the cutoff date for receiving bills for the payment of the next months bills. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

41. Motion by Anita Smith, seconded by Joseph Armstead, to designate the Superintendent to approve budget line item transfers between Board Meetings to be ratified by the Board at their next regular meeting as per N.J.S.A.18A:22-8.1. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

42. Motion by Joseph Armstead, seconded by Jude Mohan, to approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts for the 2015-2016 school year. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

43. Motion by Jude Mohan, seconded by John Trush, to approve the Washington Township Pest Management Plan, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

44. Motion by John Trush, seconded by Anita Smith, to approve the Washington Township Board of Education Emergency/Crisis Management Plan, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

45. Motion by Anita Smith, seconded by Joseph Armstead, to set the substitute rates for the 2015-2016 school year as listed, (these rates are the same as 2014-2015 school year), as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Teachers -	\$ 80.00 – Daily Rate
	\$ 90.00– After five [5] consecutive days in the same classroom, with the appropriate certification
	\$100.00-After fifteen [15] consecutive days in the same classroom, with the appropriate certification
Paraprofessional	\$65.00 – Daily rate
Nurse -	\$100.00 - Daily Rate
	\$115.00 - After 6-15 days (no more than 2 days interruption)
	\$130.00 - After 16 days (no more than 2 days interruption)
Clerical -	\$10.00 per hour
Custodian -	\$10.50 per hour

46. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following Independent Therapists, as needed, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Leslie Williams Wexler	Occupational Therapist	\$ 88.00 per hour
Katherine Ferrara	Occupational Therapist	\$ 73.00 per hour
Children's Therapy Services	Physical Therapist	\$ 99.30 per hour

47. Motion by Jude Mohan, seconded by John Trush, that the Washington Township Board of Education hereby establishes the school district travel maximum for the 2015-2016 school year at the sum of \$45,000 and the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

48. Motion by John Trush, seconded by Anita Smith, to approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

49. Motion by Anita Smith, seconded by Joseph Armstead, to approve the following tuition rates for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

Pre-School/Kindergarten	\$14,369
Grades 1-5	\$14,714
Grade 6	\$14,208
MD	\$38,390
Pre-K Disability/part-time	\$23,837

50. Motion by Joseph Armstead, seconded by Jude Mohan, to maintain the Childcare tuition at the 2014-2015 rates for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

51. Motion by Jude Mohan, seconded by John Trush, to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

52. Motion by John Trush, seconded by Anita Smith, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2015-2016 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

53. Motion by Anita Smith, seconded by Joseph Armstead, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2015-2016 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

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 & h below.

54. Motion by Anita Smith, seconded by Jude Mohan, 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 Individual privacy and 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. Anticipated action on HIB incident.

MV: unanimous – motion carried

Time: 8:40 p.m.

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

MV: unanimous – motion carried

Time: 9:17 p.m.

56. Motion Jude Mohan, seconded by John Trush, to accept HIB Incident BC04-17-15, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

57. Motion by John Trush, seconded by Anita Smith, to approve certified staff, administration, and support staff and salaries for the 2015-2016 school year, as listed on the attached sheets, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, and Mohan all voting yes, Trush abstained, motion carried.

58. Motion by Anita Smith, seconded by Joseph Armstead, to approve paraprofessional appointments and hourly rates for the 2015-2016 school year, as listed on the attached sheet, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

59. Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following teachers as Teacher-In-Charge, Kimberly Sigman, Brass Castle School and Susan Maurer, Port Colden School, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

60. Motion by Jude Mohan, seconded by John Trush, to approve the following stipends for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Trush all voting yes, motion carried.

AESOP/Sub Coordinator	\$2,000
Environmental Trip Coordinator	\$ 500
Environmental Trip Staff	\$ 225
Publishing Company	\$4,000
Safety Patrol Coordinator	\$ 400
Teacher-In-Charge	\$1,000 (per school)
Technology Coordinator (summer)	\$5,500

L. ADJOURNMENT

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

MV: unanimous – motion carried Time: 9:21 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board