

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, June 8, 2015

7:30 p.m.

Minutes of June 8, 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, Anita Smith, Vice President, Joseph Armstead, Sally Christine Jude Mohan, Lauren Schlaffer 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: None

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

Motion by Jude Mohan, seconded by John Trush, to approve the minutes of May 11, 2015, as presented. MV: all voting yes, Schlaffer abstained. Motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the executive session minutes of May 11, 2015, as presented. MV: all voting yes, Schlaffer abstained. Motion carried.

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:

Motion by Anita Smith, seconded by Joseph Armstead, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending May 31, 2015, as presented. MV: all voting yes, Schlaffer abstained. Motion carried.

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

Motion by Sally Christine, seconded by Jude Mohan, to approve the Bills List from June 1, 2015-June 8, 2015. MV: all voting yes, Schlaffer abstained, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the Board Secretary's and Treasurer's Reports for the month ending May 31, 2015, as presented. RCV: Graf, Smith, Armstead, Christine and Mohan, all voting yes, Schlaffer and 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.

E. SUPERINTENDENT'S REPORT

Motion by Jude Mohan, seconded by John Trush, to approve Stacie Paruta, Teacher, Step 8 MA salary to be \$58,223 effective September 1, 2015, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, and Trush all voting yes, Schlaffer abstained. Motion carried.

Motion by John Trush, seconded by Anita Smith, 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: Graf, Smith, Armstead, Christine, Mohan, and Trush all voting yes, Schlaffer abstained. Motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, 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: Graf, Smith, Armstead, Christine, Mohan, and Trush all voting yes, Schlaffer abstained. Motion carried.

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following building transfers, effective September 1, 2015 as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

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

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

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

Motion by Sally Christine, seconded by Anita Smith, 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: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Walter Burkat
Matt Cooper
Ryan Ostir
Amy Slack

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

ID#: 15-05 and 15-17

Motion by Joseph Armstead, seconded by Jude Mohan, 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: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Motion by Sally Christine, seconded by Jude Mohan, 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: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Motion by Joseph Armstead, seconded by Jude Mohan, 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: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

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

Motion by Sally Christine, seconded by Anita Smith, to approve PL2015, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, and Schlaffer all voting yes, Trush voting no. Motion carried.

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.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the submission of the 2015-2016 NCLB Grant Application, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

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

Motion by Anita Smith, seconded by Joseph Armstead, to approve the submission of the 2015 IDEA Amendment 2 funds. Reallocate funds to Professional Educational Services, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve the following resolution, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer 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 continued for the 2015-2016 school year.

Motion by Joseph Armstead, seconded by Anita Smith, to accept, with regret, the resignation of Valerie Mattes, Principal, effective June 30, 2015, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to accept the following hourly quotes for Public School HVAC and Plumbing Services for the 2015-2016 school year, as recommended by the Superintendent RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Hobbie Heat & Power, Inc.:
 HVAC Journeyman: \$94.00 per hour
 Overtime: \$141.00 per hour
 Materials: 25% of discount

Plumbing Services: No Quote

AERO Plumbing & Heating Co. Inc.
 HVAC Services: No Quote

Licensed Plumbing Foreman: \$95.00 per hour
 Overtime: \$142.50 per hour
 Plumbing Journeyman \$92.50 per hour
 Overtime: \$138.75 per hour
 Materials: 20% of discount

Motion by Sally Christine, seconded by Jude Mohan, to appoint the following for Public School HVAC and Plumbing Services for the 2015-2016 school year, as recommended by the Superintendent RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Hobbie Heat & Power, Inc.:
 HVAC Journeyman: \$94.00 per hour
 Overtime: \$141.00 per hour
 Materials: 25% of discount

Plumbing Services: No Quote

AERO Plumbing & Heating Co. Inc.
 HVAC Services: No Quote

Licensed Plumbing Foreman: \$95.00 per hour
 Overtime: \$142.50 per hour
 Plumbing Journeyman \$92.50 per hour
 Overtime: \$138.75 per hour
 Materials: 20% of discount

Motion by John Trush, seconded by Anita Smith, to use Hunterdon County ESC and Middlesex Regional ESC Cooperative Purchasing Systems for the appointment of our Electrician based on price and availability for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

- Letter from Valerie Mattes
- Note from Kimberly Sigman

I. COMMITTEE MEETINGS:

Finance & Policy Committee:

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the 1st reading of the following job descriptions, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, and Schlaffer all voting, Trush abstained. Motion carried.

- Curriculum/Technology Coordinator
- Teacher-In-Charge

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

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

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

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

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

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

Motion by Jude Mohan, seconded by Joseph Armstead, 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: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

	<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

Motion by Jude Mohan, seconded by Anita Smith, to accept the following quotes on a Cafeteria POS (Point of Sale) System, as recommended by the Superintendent: RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

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

Motion by Jude Mohan, seconded by Sally Christine, to approve the purchase of the QSP POS system, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

(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)

Motion by Jude Mohan, seconded by Anita Smith, 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: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Motion by Jude Mohan, seconded by John Trush, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

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.

Motion by Jude Mohan, seconded by Anita Smith, to approve the first reading of Policy Alert 204 and 205, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, and Schlaffer all voting yes, Trush abstained. Motion carried.

Facilities Committee:

Motion by Anita Smith, seconded by Sally Christine, to accept the attached routes (out for quote) for summer 2015-2016 special education transportation, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Personnel Committee:

Motion by Anita Smith, seconded by Joseph Armstead, to approve the substitutes for the 2015-2016 school year, per attached, as recommended by the Superintendent. RCV: Graf, Smith, Christine, Armstead, Mohan, Schlaffer and Trush all voting yes. Motion carried.

Motion by Anita Smith and seconded by Joseph Armstead, 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: Graf, Smith, Christine, Armstead, Mohan, and Schlaffer all voting yes, Trush voting no. Motion carried.

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.

Motion by Anita Smith, 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
- g. 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: unanimous – motion carried

Time: 9:07 p.m.

Motion by Jude Mohan, seconded by Sally Christine, to return to open session.

MV: unanimous – motion carried

Time: 9:20 p.m.

L. ADJOURNMENT

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

MV: unanimous – motion carried

Time: 9:20 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary