

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, August 24, 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 Star Gazette and the Clerk of Washington Township.

2. Flag Salute

3. Roll Call:
- Karen Graf, President
 - Anita Smith, Vice President
 - Joseph Armstead
 - Sally Christine
 - Jude Mohan
 - Lauren Schlaffer
 - John Trush

B. PRESENTATION:

- **Introduction of new Brass Castle Principal, Jessica Garcia**
- **Board Goal Setting, Robynn Meehan Coordinator**

4. Motion by _____, seconded by _____, to approve the minutes of July 13, 2015, as presented. MV:
5. Motion by _____, seconded by _____, to approve the executive session minutes of July 13, 2015 as presented. MV:
6. Motion by _____, seconded by _____, to approve the special meeting minutes of July 29, 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:

7. Motion by _____, seconded by _____, to approve the Student Activity and Petty Cash Reports for the month ending July 31, 2015, as presented. MV:
8. Motion by _____, seconded by _____ to approve the attached transfers, as recommended by the Superintendent. RCV:

9. Motion by _____, seconded by _____, to approve the Bills List for August 2015, as recommended by the Superintendent. RCV:

10. Motion by _____, seconded by _____, to approve the Final Board Secretary's and Treasurer's Reports for the month ending June 30, 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.

11. Motion by _____, seconded by _____, to approve the Board Secretary's and Treasurer's Reports for the month ending July 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.

12. Motion by _____, seconded by _____, to enter into a contract with Sussex County Educational Services Commission to provide Chapter 192/193 Services (Compensatory Education, English as a Second Language (ESL), Supplementary Instruction and Home Instruction, Evaluation and Determination of Eligibility for Special Education and related services). Services for eligible non-public school students for the 2015-2016 school year, as recommend by the Superintendent. RCV:

13. Motion by _____, seconded by _____, to approve the contract with Sussex County Educational Services Commission to provide additional IDEA Supplementary Instruction and related services for eligible students attending the Good Shepherd Christian Academy for the 2015-2016 school year, as recommended by the Superintendent. RCV:

14. Motion by _____, seconded by _____, to allocate 2015 Non-Public Transportation aide of \$3,598.00 to be used for additional curriculum writing for the 2015-2016 school year, as recommended by the Superintendent. RCV:

15. Motion by _____, seconded by _____, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent. RCV:

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:

\$11,200 Port Colden paving (amount above the estimate in comprehensive maintenance plan)

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.

E. SUPERINTENDENT'S REPORT

16. Motion by _____, seconded by _____ to approve the following substitutes for the 2015-2016 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV:

Teacher/Jessica Olmos
Teacher/Paraprofessional – Victoria Terrezza
Nurse/ Karen L. Jurkowski

17. Motion by _____, seconded by _____, to approve Shannon McEvoy, Teacher, Step 2 BA +15, salary to be \$48,733, (replacing Ashley Piccione) effective September 1, 2015, as recommended by the Superintendent. RCV:

18. Motion _____, seconded by _____, by _____, to approve the 2015-2016 Independent Evaluators and Reasonable Rates (attached), as recommended by the Superintendent. RCV:

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

20. Motion by _____, seconded by _____, to approve Lisa J. Marshall, RN to provide Non-Public Nursing Services to Good Shepherd Christian Academy for the 2015-2016 school year, as recommended by the Superintendent. RCV:

FYI: Washington Township School District Professional Development Plan – Recently passed state regulations require the CSA to share the District's Professional Development Plan with the BOE for related fiscal impacts. The District will allocate approximately \$18,000 to cover the costs associated with the district and school Professional Development Plans. Funding will be allocated for consultants, workshop registrations, supplies and substitute teachers. NCLB Title IIa funds, in the amount of \$13,052 will be utilized to support these professional development plans.

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

- Note from Sharon App

I. COMMITTEE MEETINGS:

Education Committee:

21. Motion by _____, seconded by _____, to approve the 6th grade Stokes field trip on September 30 – October 2, 2015, as recommended by the Superintendent. (All students will be transported in school busses unless their destination is New York City, Philadelphia or beyond 50 miles. Parents/guardians are responsible for all fees and transportation costs). RCV:

22. Motion by _____, seconded by _____ to approve the following clubs for the 2015-16 school year, as recommended by the Superintendent. RCV:

Club	Advisor	Sessions	Rate	Length of Session	Cost
Art Club	Kathleen Giuliano	12	\$ 27.00	1 hour	\$ 324.00
Archery	John Hornyak	29	\$ 27.00	1 hour	\$ 783.00
Blue & White Band	Nick Rizzo	67	\$ 27.00	1 hour	\$1,809.00
Book Club	Pam Casserly	8	\$ 27.00	1 hour	\$ 216.00
Boys' Running Club	John Hornyak	12	\$ 27.00	1 hour	\$ 324.00
Brass Castle Jazz Band	Nick Rizzo	29	\$ 27.00	1 hour	\$ 783.00
Chess Club	Christine Drevitch	4	\$ 27.00	1 hour	\$ 108.00
Craft Club	Rebecca Grochowicz & Sue Maurer	8	\$ 27.00	1 hour	\$ 216.00 (each teacher)
Debate Club	Christine Drevitch	8	\$ 27.00	1 hour	\$ 216.00
Exercise Club	Sue Graham	12	\$ 27.00	1 hour	\$ 324.00
Field Hockey (Indoor)	Colleen O'Rourke	12	\$ 27.00	1 hour	\$ 324.00
Garden Club	Marilyn Balzer	8	\$ 27.00	1 hour	\$ 216.00
Girls' Running Club	Susan Peterson	23	\$ 27.00	1 hour	\$ 621.00
Helping Hands Club	Lauren Hulse & Anissa Mikitiuk	8	\$ 27.00	1 hour	\$ 216.00
Homework Club/BC	Linda Watters	90	\$ 30.00	45 min.	\$2,025.00
Homework Club/PC	Sarah Bettenhausen	60	\$ 30.00	45 min.	\$1,350.00
Homework Club Subs (as needed)	Sue Graham & Nicole Campagna		\$ 30.00	45 min.	-
Kids Run the Nation Running Club	Colleen O'Rourke	16	\$ 27.00	1 hour	\$ 432.00
Panther Band	Nick Rizzo	29	\$ 27.00	1 hour	\$ 783.00
Poetry Club	Dee Dugdale	12	\$ 27.00	1 hour	\$ 324.00
Reading Club	ToniLynn Melhem	8	\$ 27.00	1 hour	\$ 216.00
Robotics	Christine Drevitch	6	\$ 27.00	1 hour	\$ 162.00
Sixth Grade Safety	Pam Casserly	Meetings as needed	-	-	\$ 400.00 (coordinator stipend)
Scrabble Club	Susan Peterson & Joanne Mitch	12	\$ 27.00	1 hour	\$ 324.00

Sports Club Gr. 4/Archery Intro.	John Hornyak	6	\$ 27.00	1 hour	\$ 162.00
Talent Show	Christine Drevitch & Nick Rizzo	8	\$ 27.00	1 hour	\$ 216.00 (each teacher)
The E Pluribus Unum Latin Club	Leslie Krause	12	\$ 27.00	1 hour	\$ 324.00
Writing Club	ToniLynn Melhem	8	\$ 27.00	1 hour	\$ 216.00
Zumba Club	Lauren Hulse & Deb Polhemus	8	\$ 27.00	1 hour	\$ 216.00

Facilities Committee:

23. Motion by _____, seconded by _____, to accept the following quotes for paving work at Port Colden School as recommended by the Superintendent. RCV:

	J Pip's Paving Company		Hick's Paving LLC	
Area #1 (Front Entrance)	\$	10,200.00	\$	24,700.00
Area #2 (Behind Building)	\$	21,000.00	\$	43,400.00
Area #3 (Playground)	\$	17,500.00	\$	34,300.00
Area #4 (Road)	\$	23,500.00		-

24. Motion by _____, seconded by _____, to award the Port Colden Paving work to J Pip's Paving Company for the following areas, as recommended by the Superintendent. RCV:

Area #1 (Front Entrance)	\$	10,200.00
Area #2 (Behind Building)	\$	21,000.00

25. Motion by _____, seconded by _____ to approve the following bus routes for the 2015-2016 school year, as recommended by the Superintendent. RCV:

Routes	2015-2016 Cost
01/F	\$18,437.33
02/KL	\$15,781.26
03/A	\$16,464.75
04/C	\$21,485.60
12/D	\$19,267.81
14AB/IM	\$21,109.01
15AB/G	\$15,177.12
16/E	\$23,318.62
21/h	\$21,346.06
22/Van 1	\$17,513.32
Van 2	\$39,570.71
3MD	\$11,042.50
3SP	\$20,845.90

Finance & Policy Committee:

26. Motion by _____, seconded by _____, to approve the following SAIF (School Alliance insurance fund) renewal of membership resolution, as recommended by the Superintendent, RCV:

**SCHOOL ALLIANCE INSURANCE FUND
RESOLUTION FOR RENEWAL OF MEMBERSHIP**

WHEREAS, the **Washington Twp. Board of Education**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of July 1, 2015 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

WHEREAS, the **Educational Facility** is afforded the following types of coverages:

- Workers' Compensation Foreign
- Travel Liability
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)
- Student Accident
- Supplemental Indemnity - Workers' Compensation
- Security Guard Liability

WHEREAS, the **Educational Facility** desires to renew said membership; **NOW THEREFORE**, **BE IT RESOLVED** as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2015, and ending July 1, 2018 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Educational Facility's** Business Official, **Jean Flynn**, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

27. Motion by _____, seconded by _____, to approve the following SAIF (School Alliance Insurance Fund) Indemnity and Trust renewal agreement resolution, as recommended by the Superintendent. RCV:

WHEREAS, the **Fund** seeks to provide its members with insurance coverage;

WHEREAS, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto; and

WHEREAS, the **Educational Facility** is currently a member of said **Fund**; and **WHEREAS**, the **Educational Facility** has resolved to renew said membership; **NOW, THEREFORE**, it is agreed as follows:

1. The **Educational Facility** hereby renews its membership in the **Fund** for a three (3) year period, beginning July 1, 2015, and ending July 1, 2018 at 12:01 a.m. eastern standard time.
2. The **Educational Facility** agrees to participate in the **Fund** with respect to the types of insurance stated in the Renewal of Membership Resolution.

3. The **Educational Facility** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The **Educational Facility** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
5. In consideration of renewal of membership in the **Fund**, the **Educational Facility** agrees that for those types of insurance in which it participates, the **Educational Facility** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Facility** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.

Personnel Committee:

28. Motion by _____, seconded by _____, to approve benefit procedure (attached) for temporary (long-term or replacement) employees who are projected to be categorized "full time" by the Affordable Care Act, as recommended by the Superintendent. RCV:

29, Motion by _____, seconded by _____, to approve the staff appointments (attached) for the 2015-2016 school year, as recommended by the Superintendent. 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 __ below.

30. 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 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.

MV: _____ Time: _____

31. Motion by _____, seconded by _____ to return to open session.

MV: Time: _____

L. ADJOURNMENT:

32. Motion by _____, seconded by _____ to adjourn.

MV Time: _____