

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, July 13, 2015

7:30 p.m.

Minutes of July 13, 2015

Call to order by President.

Time: 7:31p.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, Joseph Armstead, Jude Mohan and Lauren Schlaffer. In addition Keith T. Neuhs, Superintendent, Jean Flynn, Board Secretary, and Michael Neu, Principal, were also present.

Members absent: Anita Smith, Vice President, Sally Christine and John Trush

B. PUBLIC HEARING: EVVRS

a. As per Public Law 6A:16-5.3 each school district shall report incidents of violence, vandalism, substance abuse, and HIB for the previous school year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education for the 2014-2015 school year, there was one incidence of vandalism and/or substance abuse which rose to the standard established by the New Jersey Department of Education. There was one incident of school violence which resulted in a student suspension. There were one incidence of HIB.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to accept the Annual Report of Violence, Vandalism, Substance Abuse and HIB for the 2014-2015 school year, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the Annual HIB Self-Assessment Report, as presented by Deb Tierney at the June 8, 2015 board meeting, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the minutes of June 8, 2015, as presented. MV: all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the executive session's minutes of June 8, 2015, as presented. MV: all voting yes, motion carried.

C. PUBLIC QUESTIONS AND DISCUSSION: (agenda items) - NONE

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

D. SECRETARY'S REPORT:

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the Student Activity, Petty Cash, and Cafeteria (May & June) Account Reports for the month ending June 30, 2015, as presented. MV: all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the attached transfers, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the Bills List from June 9, 2015 to June 30, 2015. MV: all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the July 2015 Bills List. MV: Armstead, Mohan and Schlaffer all voting yes, Graf abstained, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the Board Secretary's and Treasurer's Reports for the month ending June 30, 2015, as presented. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, 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.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2015-2016 school year for a management fee of \$8,989.00 and a breakeven, no-cost guarantee food service operation, including the management fee, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

E. SUPERINTENDENT'S REPORT

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the following substitutes for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Teacher/Paraprofessional: Abigail Jeffries, Nancy Kling, Jane Lipinski, Joanne Nicastro and Theresa Saksa,

Custodian: Judy Sailer

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to accept a request by Sarah Baratta for maternity/disability leave of absence (NJFMLA) effective on or about September 16, 2015, and request Child Rearing Leave through on or about May 2, 2016, as recommend by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve Courtney Dunn (long-term substitute for Sarah Baratta) Step 1 BA salary to be \$46,913, effective September 1, 2015 to on or about May 2, 2016, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve Thomas Graham, (replacement for Beth Pomeroy) Step 1 BA salary to be \$46,913, effective September 1, 2015, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve Elizabeth Burkat, to work on 4th grade 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, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve Dawn Baxendale, Deirdre Dugdale, Lisa Galoppo, Heidi Kaiven, Amybeth Kupcha, Kara Lisk, Susan Maurer, Whitney Nalepa, Deborah Polhemus, and Susan Peterson for summer curriculum time to prepare professional development for staff members, at a rate of \$30.00 per hour, not to exceed 20 hours, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to appoint Keith T. Neuhs, Interim Director of Special Services, effective July 1, 2015, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

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, Mohan and Schlaffer all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded Jude Mohan, by to accept the donation of \$5,335.00, donated by the Washington Township Youth Association, for the purchase of safety wall mats, for Port Colden School's gymnasium (replacing existing safety wall mats), as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the following resolution, as recommended by the Superintendent. RCV:

WHEREAS, Jean Flynn, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Washington Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Jean Flynn, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

FYI: Washington Township School District Mentor Plan – State regulations require the CSA to share the Mentor Plan with the BOE for related fiscal impacts. The fiscal impact of the mentor plan is minimal as the Mentor and the Resident will meet outside the school district contracted time. As in the past, the Resident is required to pay the Mentor fee and the BOE Business Office will continue to handle mentor payments.

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE: None

I. COMMITTEE MEETINGS:

Personnel Committee Report:

Superintendent's evaluation was presented and accepted.

Finance & Policy Committee:

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the 2nd reading and adoption of the following job descriptions, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

- Curriculum/Technology Coordinator
- Teacher-In-Charge

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the 2nd reading and adoption of Policy Alert 204 and 205 and Regulation R2624 (grading regulation), as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Facilities Committee:

Motion by Lauren Schlaffer, seconded by Jude Mohan, to rescind contract with Librizzi Masonry due to incapacitation, therefore, awarding contract to second lowest bid to P. Breslin Masonry in the amount of \$19,200, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to submit an application for dual use of education space for room #200 and room #205 at Port Colden School and room #110 and the Library, at the Brass Castle School to the County Executive Superintendent for approval, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to renew the school related activities transportation contract with Snyder Bus Services, Inc. for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to accept the following quotes for summer 2015, Special Education transportation, as recommended by the Superintendent. RCV:

<u>Route #: Q-ESY 15A-AM</u>	
Snyder Bus Service, Inc.	\$ 60.00 per diem - Route
	<u>15.00 per diem - Aide</u>
	\$ 75.00 per diem
Increase/Decrease	1.00 per mile
GST	\$ 71.50 per diem - Route
	<u>22.00 per diem - Aide</u>
	\$ 93.50 per diem
Increase/Decrease	.80 per mile

First Student – No Quote

Route #: Q-ESY 15A-PM
Snyder Bus Service, Inc.

\$ 60.00 per diem - Route
15.00 per diem - Aide
\$ 75.00 per diem
1.00 per mile

Increase/Decrease

GST

\$ 71.50 per diem - Route
22.99 per diem - Aide
\$ 93.50 per diem

Increase/Decrease

.80 per mile

First Student – No Quote

Route #: Q-ESY 15B-AM
Snyder Bus Service, Inc.

\$ 60.00per diem - Route
15.00 per diem - Aide
\$ 75.00 per diem
1.00 per mile

Increase/Decrease

GST

\$ 71.50 per diem - Route
22.00per diem - Aide
\$ 93.50 per diem

Increase/Decrease

.80 per mile

First Student – No Quote

Route #: Q-ESY 15B-PM
Snyder Bus Service, Inc.

\$ 60.00 per diem - Route
15.00 per diem - Aide
\$ 75.00 per diem
1.00 per mile

Increase/Decrease

GST

\$ 71.50 per diem - Route
22.00 per diem - Aide
\$ 93.50 per diem

Increase/Decrease

.80 per mile

First Student – No Quote

Motion by Jude Mohan, seconded by Joseph Armstead, to award the contracts for summer 2015, Special Ed transportation, as follows, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer all voting yes, motion carried.

Route #: Q-ESY 15A-AM
Snyder Bus Service, Inc.

\$ 60.00 per diem - Route
15.00 per diem - Aide
\$ 75.00 per diem
1.00 per mile

Increase/Decrease

Route #: Q-ESY 15A-PM
Snyder Bus Service, Inc.

\$ 60.00 per diem - Route
15.00per diem - Aide

Curriculum Guides to be completed:

- Instructional Adaptations
- Guidance
- Media
- Gifted/Talented

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the parental contract for student transportation to and from the Brass Castle School with Jessica McGourty Route # JM-1 for the 2015-2016 school year at total cost of \$1,039 upon verification of required documents, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve Antoinette Standish, as a Paraprofessional, Step 1, for the 2015-2016 school year, salary to be at an hourly rate of \$12.30, effective September 1st 2015, as recommended by the Superintendent. RCV: Graf, Armstead, Mohan and Schlaffer, all voting yes, motion carried.

L. ADJOURNMENT:

Motion by Jude Mohan, seconded by Lauren Schlaffer, to adjourn.

MV: unanimous – motion carried

Time: 8:40 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary