

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, August 24, 2015

7:30 P.M.

Minutes of August 24, 2015

Call to order by Vice President.

Time: 7:30 p.m.

The meeting was called to order by Anita Smith 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 April 30, 2015 to The Express Times, The Star Gazette, and to the Clerk of Washington Township.

Flag Salute

Members present were: Anita Smith, Vice President, Joseph Armstead, Jude Mohan, Lauren Schlaffer and John Trush. In addition Keith T. Neuhs, Superintendent, Jean Flynn, Board Secretary, and Jessica Garcia, Principal and Michael Neu, Principal, were also present.

Members absent: Karen Graf, President and Sally Christine

B. PRESENTATION:

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

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve the minutes of July 13, 2015, as presented. MV: all voting yes, Anita Smith and John Trush abstained, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the executive session minutes of July 13, 2015 as presented. MV: all voting yes, Anita Smith and John Trush abstained, motion carried.

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve the special meeting minutes of July 29, 2015, as presented. MV: all voting yes, John Trush abstained, 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 and Petty Cash Reports for the month ending July 31, 2015, as presented. MV: all voting yes, motion carried.

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

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the Bills List for August 2015, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the Final Board Secretary's and Treasurer's Reports for the month ending June 30, 2015, as presented. RCV: Smith, Armstead, Mohan and Schlaffer 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.

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

Motion by Lauren Schlaffer, seconded by Joseph Armstead, 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: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Joseph Armstead, seconded by John Trush, 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: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

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

Motion by Joseph Armstead, seconded by Jude Mohan, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlafler and Trush all voting yes, motion carried.

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

Motion by Jude Mohan, seconded by John Trush, to approve the following substitutes for the 2015-2016 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlafler and Trush all voting yes, motion carried.

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

Motion by Jude Mohan, seconded by Joseph Armstead,, 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: Smith, Armstead, Mohan, Schlafler and Trush all voting yes, motion carried.

Motion Jude Mohan, seconded by John Trush, to approve the 2015-2016 Independent Evaluators and Reasonable Rates (attached), as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlafler and Trush all voting yes, motion carried.

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

Motion by Joseph Armstead, seconded by John Trush, , 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: Smith, Armstead, Mohan, Schlafler and Trush all voting yes, motion carried.

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 Ila 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:

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

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the following clubs for the 2015-16 school year, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

| 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 \$ 400.00 |
| Sixth Grade Safety | Pam Casserly | Meetings as needed | - | - | (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 \$ 216.00 |
| Talent Show | Christine Drevitch & Nick Rizzo | 8 | \$ 27.00 | 1 hour | (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:

Motion by Joseph Armstead, seconded by Jude Mohan, to accept the following quotes for paving work at Port Colden School as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

| | 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 | | - |

Motion by Lauren Schlaffer, seconded by Jude Mohan, to award the Port Colden Paving work to J Pip's Paving Company for the following areas, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

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

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

| 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:

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the following SAIF (School Alliance insurance fund) renewal of membership resolution, as recommended by the Superintendent, RCV: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

**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.

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following SAIF (School Alliance Insurance Fund) Indemnity and Trust renewal agreement resolution, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

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:

Motion by Lauren Schlaffer, seconded by Jude Mohan, 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: Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the staff appointments (attached) for the 2015-2016 school year, as recommended by the Superintendent. RCV: Smith, Armstead, Mohan, Schlaffer 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 ___ below. - NONE

Motion by _____, seconded by _____, the Board of Education of the Washington Township School District in the

