

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, October 19, 2015**

**7:30 P.M.**

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Minutes of October 19, 2015

Call to order by President.

Time: 7:34 p.m.

The meeting was called to order by Karen 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 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 Jessica Garcia, Principal and Michael Neu, Principal, were also present.

Members absent: none

**B. PUBLIC HEARING:**

- a. As per Public Law 6A:16-2.1 each school district shall, in consultation with their school physician, create a District Nursing Services Plan. The plan shall be adopted annual during a public hearing conducted at a regular board of education meeting: Nursing Services Plan

Motion by Jude Mohan, seconded by John Trush to approve the Nursing Services Plan for 2015-2016, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush, all voting yes, motion carried.

**C. PRESENTATIONS:**

- Introduction of new teacher: Thomas Graham, Social Studies, Gr. 6
- Curriculum – Kimberly Sigman

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

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

Motion by John Trush, seconded by Anita Smith, to approve the minutes of September 21, 2015, as presented. MV: all voting yes, Mohan and Schlaffer abstained, motion carried.

## **E. 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 September 30, 2015, as presented. MV: All voting yes, motion carried.

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

Motion by Sally Christine, seconded by Lauren Schlaffer, to approve the Bills List for October 2015. MV: All voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the Board Secretary's and Treasurer's Reports for the month ending September 30, 2015, as presented. RCV: Graf, Smith, Armstead, Christine, 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 over expended 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 award the contract with E-Rate Partners, LLC to provide Category 1 E-Rate services for Funding Year 2016 for the amount of \$1,800 as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

## **F. SUPERINTENDENT'S REPORT:**

Motion by Jude Mohan, seconded by John Trush, to approve the out-of-district staff development workshops, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve \$26,923 of Susan Graham's salary to be funded by the 2015-2016 NCLB Federal Grant, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve \$3,344 of Nicole Smith's salary to be funded by the 2015-2016 Chapter 193 Non-Public Corrective Speech Program, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve Bonnie Adamski, for Applied Behavior Analysis (ABA) services, for students 13-03 and 10-14 at a rate of \$50.00 per hour, not to exceed 15 hours per week, effective July 1, 2015 through June 30, 2016, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Sally Christine, to accept the Child Assault Prevention (CAP) Grant for 2015-2016 in the amount of \$1,208, (WTSD share of program is \$362.40), as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve the following field trips, dates and times TBD for the 2015-2016 school year, as recommended by the Superintendent. RCV:

(All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles, or otherwise noted. Parents/guardians are responsible for all fees and transportation costs).

- Pre-K                      Bounce University, Easton, PA
- Kindergarten          Turtle Back Zoo, West Orange, NJ
- 1<sup>st</sup> Grade                Sandy Hook, Sandy Hook, NJ
- 2<sup>nd</sup> Grade                Franklin Institute, Philadelphia, PA

Motion by Joseph Armstead, seconded by Anita Smith, to approve the Washington Township School District organizational chart (attached), as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to enter into a shared-services agreement effective July 1, 2015 through June 30, 2016 with Alpha, Franklin Township, Mansfield Township, Oxford Township, Pohatcong Township, Warren County Special Services, Warren Hills and Washington Borough, for the purpose of providing the aforementioned school districts a written K-8 Curriculum. Cost not to exceed \$1,500, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

**G. PRINCIPAL'S REPORTS**

**H. TECHNOLOGY REPORT**

**I. CORRESPONDENCE - John Trush email**

**J. COMMITTEE REPORTS:**

**Education Committee:**

Motion by Anita Smith, seconded by Sally Christine, to approve the adoption of new curriculum for the 2015-2016 school year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlaffer and Trush all voting yes, motion carried.

- Gifted
- Guidance
- Media/Library
- Instructional Adaptations

**Facilities Committee:**

NOTE: Bus evacuation drills were held at Brass Castle and Port Colden Schools on October 6, 2015.

Motion by Jude Mohan, seconded by Lauren Schlafter, to approve the M-1 (Annual Maintenance Budget Amount Worksheet) as per N.J.A.C. 6A:26A-4.1 to be submitted to the Executive County Superintendent, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlafter and Trush all voting yes, motion carried.

Motion by Laura Schlafter, seconded by Jude Mohan, approving the submission of the Comprehensive Maintenance Plan (CMP) for 2014-2015, 2015-2016 and 2016-2017 as per 6A:26A-3.1 to the Executive County Superintendent as presented and recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlafter and Trush all voting yes, motion carried.

**Finance & Policy Committee:**

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the first reading of the following policies/regulations, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlafter and Trush all voting yes, motion carried.

- P3322/P4322 - Member's Use of Personal Cellular Telephones/Other Communication Devices (revised)
- P&R 5330 - Administration of Medication (M) (revised)
- P5339 - Screening for Dyslexia (M) (revised)
- P5615 - Suspected Gang Activity (revised)
- P5756 - Transgender Students (revised)
- P8540 - School Nutrition Programs (revised)
- R8540 - Free and Reduced Rate Meals (abolished)
- P8550 - Outstanding Food Service Charges (new)
- P8820 - Opening Exercises/Ceremonies (revised)

**Personnel Committee:**

Motion by Anita Smith, seconded by Joseph Armstead, to approve the Superintendent's 2015-2016 Goals, as recommended by the Personnel Committee: RCV: Graf, Smith, Armstead, Christine, Mohan, and Schlafter all voting yes, Trush abstained, motion carried.

Motion by Anita Smith, seconded by Lauren Schlafter, to approve the rate of \$12.00/hr. for substitute custodian with black seal license, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlafter and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, authorizing the Business Administrator/Board Secretary to go out for a Request for Proposal (RFP) for custodial services, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan, Schlafter and Trush all voting yes, motion carried.

**K. PUBLIC QUESTIONS AND DISCUSSION: - NONE**

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

**L. EXECUTIVE SESSION - if required as indicated in items g, h, i below.**

Motion by Jude Mohan, seconded by Anita Smith, 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 pending or anticipated litigation, attorney-client privilege, 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.

MV: unanimous – motion carried                      Time: 8:35 p.m.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to return to open session.

MV: unanimous – motion carried                      Time: 9:43 p.m.

#### **M. ADJOURNMENT**

Motion by Jude Mohan, seconded by Sally Christine, to adjourn.

MV: unanimous – motion carried                      Time: 9:45 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary