

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, November 9, 2015 - 7:30 P.M.**

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Minutes of November 9, 2015

Call to order by President.

Time: 7:30 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, Jude Mohan, Lauren Schlafter 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: Sally Christine

Motion by Jude Mohan, seconded by John Trush, to approve the minutes of October 19, 2015, as presented. MV: Graf, Smith, Armstead, Mohan, Schlafter and Trush all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the executive minutes of October 19, 2015, as presented. MV: Graf, Smith, Armstead, Mohan, Schlafter and Trush all voting yes, motion carried.

**B. PUBLIC HEARING: - TABLED**

a. As per Public Law 18A:23-1 the Board of Education of every school district shall cause an annual audit of the district's accounts and financial transactions to be made by a public school accountant employed by it, which audit shall be completed no later than 4 months after the end of the school fiscal year.

- Audit and CAFR presentation by Anthony Ardito, Auditor

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Comprehensive Annual Financial Report of Administrative Findings Financial Compliance and Performance, for the fiscal year ended June 30, 2015, and note that there were no audit recommendations. RCV:

**C. PUBLIC QUESTIONS & DISCUSSIONS: (Agenda Items) –NONE**

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

**D. SECRETARY'S REPORT:**

Motion by Anita Smith, seconded by Lauren Schlafter, to approve the Student Activity, Petty Cash and Cafeteria account reports for the month ending October 31, 2015, as presented. MV: Graf, Smith, Armstead, Mohan, Schlafter and Trush all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlafter, to approve the line item transfers, as

recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, and Schlaffer all voting yes, Trush voting no, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the revised Bills List for November 2015. MV: Graf, Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve the Board Secretary's and Treasurer's Reports for the month ending October 31, 2015, as presented. RCV: Graf, 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.

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

Motion by Anita Smith, seconded by Joseph Armstead, to approve submission of New Jersey Quality Single Accountability Continuum (QSAC) "Statement of Assurance" (SOA), as recommended by the Superintendent. RCV:

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to approve the submission of the New Jersey Quality Single Accountability Continuum (QSAC) "District Performance Review" (DPR) tally sheets to the State of New Jersey, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

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

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. RCV:

- Nicole Crowley– Teacher/Paraprofessional
- Renaye Wimmer – Teacher/Paraprofessional
- Raymond Gardner - Custodian

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve Cheryl Campbell, as a Long Term Substitute, Step 1 BA salary to be \$46,913 (prorated), effective November 10, 2015, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to accept a request by Dawn Harper for maternity/disability leave of absence (NJFMLA), effective on or about January 4, 2016, and request Child Rearing Leave through June 30, 2016, and return to work on September 1, 2016, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Jude Mohan, seconded by Lauren Schlaffer, , to accept a request by Marelin Benitez, for maternity leave, effective on or about November 13, 2015, as recommend by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlaffer and Trush all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to appoint Maryann Briede, as Transportation Office Assistant, at the rate of \$14.00 per hour, 5 hours per day (not to exceed 30 hours per week), effective November 10, 2015 through June 30, 2016, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, and Schlawfer all voting yes, Trush abstained, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve David Lance, a student at Centenary College, as a student teacher, at Brass Castle School, with Laura Hawk and at Port Colden School with Kara Lisk, spring 2016 placement, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush, all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve a professional services contract with The JDM Group, for Informational Technology Services for the 2015-2016 school year, effective November 1, 2015 to June 30, 2016, in the amount of \$4,000 per month, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, and Schlawfer all voting yes, Trush voting no, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the following field trips for the 2015-2016 school year, as recommended by the Superintendent: RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush all voting yes, motion carried.

- Brass Castle School – MD: Grades 2 & 3– November 24, 2015
- Hawk Pointe – 5<sup>th</sup> Gr. Chorus – December 2, 2015

Motion by Jude Mohan, seconded by Lauren Schlawfer, to approve the following field trip for the 2015-2016 school year, as recommended by the Superintendent: RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush all voting yes, motion carried.

- Hawk Pointe – 6<sup>th</sup> Gr. Chorus – December 2, 2015

1. Motion by Lauren Schlawfer, seconded by Jude Mohan, to approve the Peer Leaders Program and the 2015-2016 Peer Leaders, from Warren Hills Regional High School, to volunteer in our district on the following dates, November 20, December 16, 2015, January 25, February 18, and March 17, 2016 (snow dates November 30, December 22, 2015, January 29, February 24 and if needed March 23, 2016). A description of the program is as follows, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush all voting yes, motion carried.

*Peer Leadership is a full-year training course AND extra-curricular program for students interested in serving as peer leaders during their senior year. Participants will study models designed to promote positive influence on the behavior, ideas, attitudes, and decisions of students in our school community. The course is taught by trained faculty, with significant portions of the class dedicated to actual group experience. Acceptance into the course is dependent on the selection process by a faculty committee. The criteria are: academics; leadership qualities or potential for leadership; dynamism; respect of teachers and peers; disciplinary record; demonstrated willingness to work with all members of the school community regardless of gender, sexual orientation, race, ethnicity, socio-economic class, clique, or cultural sub-group; evidence of high moral character. To be considered for acceptance to the program, students must register for the class with their guidance counselors. Under normal circumstances, students will be notified about their acceptance or rejection to the program no later than the last day of school. All students selected for this program will be required to attend mandatory summer training at the high school.*

**2015-2016 Peer Leaders:**

Adrienne Asis, Sarah Bartz, Kayla Delghiaccio, Samantha Epstein, Margaret Finnegan, Clare Flynn, Hannah Foley, Krystal Galo, Sierra Gibson, Kylie Hibbett, Kendall Koch, Nicole Kratochivil, Anthony Lea, Justin Lewis, Margaret Lynch, David Maxson, Taralyn Ordemann, Emily Quinones, Jhensenia Quintero, Victoria Quinto, Dean Robertson, KaLynn Ruth, Laura Ryan, Andrew Shipley, Corey Smith, Will Suero, Samantha Thompson and Anthony Veneziano

**F. PRINCIPAL'S REPORT:****G. TECHNOLOGY REPORT:****H. CORRESPONDENCE:**

- SAIF (School Alliance Insurance Fund) Letter

**I. COMMITTEE REPORTS:****Finance & Policy Committee:**

Motion by Anita Smith, seconded by Joseph Armstead, to approve for second reading and adoption of the following polices/regulations, as recommended by the Superintendent. RCV:

- 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)

Motion by Joseph Armstead, seconded by Lauren Schlawfer, to accept the ExxonMobil Foundation Volunteer Grant, in the amount of \$1,000, awarded to the Washington Township Board of Education, in recognition of volunteer hours by Fred Graf, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush all voting yes, motion carried.

Motion by Lauren Schlawfer, seconded by Jude Mohan, to accept the 2015-2016 New Jersey Non Public School Nursing Funds of \$9,270 (Washington Township \$7,560 and Warren Hills \$1,710) representing a maximum \$90 entitlement per student to provide nursing services as set forth in the Annual Nonpublic School Nursing Report Form for the 2015-2016 School Year. Lisa J. Marshall, RN is contracted to provide services, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush all voting yes, motion carried.

Motion by Jude Mohan, seconded by Lauren Schlawfer, to approve the submission of the 2016 IDEA Amendment 1 (Amendment 1 is to carry-over 2014-2015 unused funds – these funds total \$13,220, \$10,202 is related to Non-Public Professional Services unspent), as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan, Schlawfer and Trush all voting yes, motion carried.

**J. PUBLIC QUESTIONS AND DISCUSSION** - old and/or new business. (The public may speak for three (3) minutes on non-agenda items, unless they have requested to be on the agenda.)

Question was asked does district advertise for substitute teachers?

**K. EXECUTIVE SESSION** - if required as indicated in items g, h, & i

Motion by Joseph Armstead, 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: 8:41 p.m.

Motion by Joseph Armstead, seconded by Anita Smith, to return to open session.

MV: unanimous, motion carried                      Time: 9:33 p.m.

Motion by Anita Smith, seconded by Joseph Armstead to accept the resignation for the purposes of retirement of Nancy Mason, effective at the close of business on March 31, 2016, and the agreement relating to same, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Mohan and Schlaffer all voting yes, Trush voting no, motion carried.

#### **L. ADJOURNMENT**

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

MV: unanimous, motion carried                      Time: 9:34 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary