

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, December 14, 2015

7:30 P.M.

Minutes of December 14, 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, Sally Christine, Jude Mohan, and John Trush. In addition Keith T. Neuhs, Superintendent, Jean Flynn, Board Secretary, and Jessica Garcia, Principal were also present. Michael Neu, Principal was absent.

Members absent: Lauren Schlaffer

Motion by Jude Mohan, seconded by Sally Christine, to approve the minutes of November 9, 2015, as amended. MV: Graf, Smith, Armstead, Mohan and Trush all voting yes, Christine abstained, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the executive minutes of November 9, 2015, as presented. MV: Graf, Smith, Armstead, Mohan and Trush all voting yes, Christine abstained, motion carried.

B. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items) - NONE

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

C. PRESENTATIONS: Keith Neuhs, Superintendent

- New Jersey PARCC Testing Presentation

D. SECRETARY'S REPORT

Motion by Anita Smith, seconded by Sally Christine, 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: Graf, Smith, Armstead, Christine and Mohan, all voting yes, Trush voting no, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports, as presented. MV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the line item transfers, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine and Mohan, all voting yes, Trush voting no, motion carried.

Motion by Joseph Armstead, seconded by Sally Christine, to approve the Bills List for December 2015. MV: Graf, Smith, Armstead, Christine, Mohan and Trush all voting yes, motion carried.

Motion by Sally Christine, seconded by Jude Mohan, to approve the Board Secretary's and Treasurer's Reports for the month ending November 30, 2015, as presented. RCV: .Graf, Smith, Armstead, Christine, Mohan 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 Jude Mohan, seconded by John Trush, to accept, with regret, the resignation for retirement of Elizabeth Burkat, Teacher, and effective June 30, 2016, as recommended by the Superintendent: RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to accept, with regret, the resignation for retirement of Toni Lynn Melhem, Teacher, and effective June 30, 2016, as recommended by the Superintendent: RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to accept, with regret, the resignation for retirement of Linda Watters, Teacher, and effective June 30, 2016, as recommended by the Superintendent: RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve Michele Wilkinson, as a Long Term Substitute, Step 1 BA salary to be \$46,913 (prorated), effective January 4, 2016, (pending completion of employment requirements), as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Sally Christine, to approve the following substitutes for the 2015-2016 school year, upon completion of employment requirements, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Michele Wilkinson/Teacher
Nurse/Teacher/Paraprofessional: Rosemary Brockman
Paraprofessional: Maria Pazmino
Custodian: Shawn Leggio

Motion by Sally Christine, seconded by Jude Mohan, to approve Pamela Casserly, as a Homework Club substitute, at a rate of \$30.00 per hour, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

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

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

- White Township School - 6th Grade Archery Team

Motion by Anita Smith, seconded by Joseph Armstead, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Q-3rd Grade – NYC Museum of Natural History, New York, NY

Easton Coach Company (55 passenger)	sold out		
Panorama Tours Inc. (49 passenger)	\$1,150 per bus x 2 buses	Total	\$2,300
Starr Tours (56 passenger)	\$1,350 per bus x 2 buses	Total	\$2,700

Motion by Sally Christine, seconded by John Trush, to award the contract for the 3rd Grade NYC Museum of Natural History, New York, NY, class trip, as follows, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Panorama Tours Inc. (49 passenger)	\$1,150 per bus x 2 buses	Total	\$2,300
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Motion by Sally Christine, seconded by Jude Mohan, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Q-5th Grade – Battleship NJ, Adventure Aquarium, Camden, NJ

Easton Coach Company (55 passenger)	\$1,315 per bus x 2 buses	Total	\$2,630
Panorama Tours Inc. (55 passenger)	no quote		
Starr Tours (55 passenger)	no quote-sold out		

Motion by Jude Mohan, seconded by John Trush, to award the contract for the 5th Grade Battleship NJ, Adventure Aquarium class trip, as follows, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

Easton Coach Company	\$1,315 per bus x 2 buses	Total	\$2,630
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F. PRINCIPAL'S REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

- Letter from Elizabeth Burkat
- Letter from Toni Lynn Melhem
- Letter from Linda Watters
- Letter to Karen Graf

I. COMMITTEE REPORTS

Finance & Policy Committee:

Motion by John Trush, seconded by Anita Smith, to approve the first reading of the following policies/regulations, policy alert 207, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan and Trush, all voting yes, motion carried.

- P&R 1240 Evaluation of Superintendent
- P&R 3221 Evaluation of Teachers
- P&R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P&R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
- P&R 3224 Evaluation of Principals, Vice Principals and Assistant Principals
- P 3431.1 Family Leave
- P 4431.1 Family Leave
- P 5337 Service Animals
- P 5516 Use of Electronic Communication and Recording Devices

Motion by Anita Smith, seconded by Joseph Armstead, to enter into the Inter-local Service Agreement between the Township of Washington and the Washington Township Board of Education for the Township to provide lawn mowing service to the Board of Education from January 1, 2016 through December 31, 2018, at a cost of \$3,500 per year, as recommended by the Superintendent. RCV: Graf, Smith, Armstead, Christine, Mohan 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.) - NONE

K. EXECUTIVE SESSION - if required as indicated in items h below.

Motion by Jude Mohan, seconded by Sally Christine, 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 Attorney-client privilege. 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: 8:59 p.m.

Motion by Jude Mohan, seconded by John Trush, to return to open session.

MV: Unanimous motion carried

Time: 9:29 pm

L. ADJOURNMENT

Motion by Jude Mohan, seconded by John Trush, to adjourn.

MV: Unanimous motion carried

Time: 9:29 pm

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary