

Washington Township Board of Education

District Re-Organization & Regular Meeting

Monday, May 9, 2016

7:30 pm

Minutes of May 9, 2016

Call to order by President.

Time: 7:35 pm

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, 2016, to the Star Gazette, The Express Times, and to the Clerk of Washington Township.

Flag Salute

Members in attendance were Karen Graf, Anita Smith, Joseph Armstead, Jude Mohan, Kimberley Morris, Lauren Schlaffer, and John Trush. In addition Keith T. Neuhs, Superintendent, Jean Flynn, Board Secretary, Jessica Garcia, and Michael Neu, Principals were also present.

Members absent: None

Motion by Anita Smith, seconded by Kimberley Morris, to approve the minutes of April 25, 2016 as presented. MV: all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve the executive session minutes of April 25, as presented. MV: all voting yes, Trush abstained, motion carried.

PRESENTATION: New Jersey School Boards Association – Ethics Training – Robyn Meehan

Public Questions and Discussion: (agenda items)

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

Tracy Padilla questioned about prior month's presentation noting no budgetary layoffs. Superintendent clarified that no certified staff were being laid off.

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 April 30, 2016, as presented. MV: All voting yes, motion carried.

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

Motion by Jude Mohan, seconded by Anita Smith, to approve the Bills List for May 2016. 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 April 30, 2016 as presented. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf 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.

Superintendent’s Report:

Motion by Anita Smith, seconded by Joseph Armstead, to accept, with regret, the resignation of Whitney Nalepa, Teacher, effective June 30, 2016, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Anita Smith, to approve pregnancy-related disability leave of absence for Sarah Bettenhausen, from September 1, 2016 through September 29, 2016, using 20 accumulated sick days and Child Rearing Leave of Absence (unpaid) from September 30, 2016 through December 23, 2016 and return on or about January 3, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the following substitutes for the 2015-16 school year as (upon completion of employment requirements) as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Sevalija Fazlic - (effective May 2, 2016)
 Gail Marascia - Teacher/Paraprofessional
 Ronnie Bogwald and Valerie Puco - Paraprofessionals

Motion by Anita Smith, seconded by Joseph Armstead, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Sevalija Fazlic - (effective May 2, 2016)

Staff Member	Type of Travel/Workshop	Registration	Dates	Mileage	Parking	Tolls	Lodging	Meals
Stacie Paruta	Working Memory	0	5/20/2016	84 RT	0	0	0	0
Nicole Campagna	Responsive Classroom	\$729.00	8/9-8/12/16	36.6 RT	0	0	0	0
Cheryl Campbell	Orton-Gillingham	\$950.00	7/18-7/22/16	TBD	0	0	0	0
Tiffany Page	Orton-Gillingham	\$950.00	7/18-7/22/16	TBD	0	0	0	0
Sarah Bettenhausen	Orton-Gillingham	\$950.00	7/18-7/22/16	TBD	0	0	0	0
Anissa Mikitiuk	Orton-Gillingham	\$950.00	7/18-7/22/16	TBD	0	0	0	0

Motion by Jude Mohan, seconded Anita Smith, to approve the following Independent Therapists, as needed, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Leslie Williams Wexler	Occupational Therapist	\$ 89.00 per hour
Katherine Ferrara	Occupational Therapist	\$ 73.00 per hour
Children’s Therapy Services	Physical Therapist	\$ 99.30 per hour

Motion by Lauren Schlaffer, seconded by John Trush, to maintain the Childcare tuition at the 2014-2015 rates for the 2016-2017 school year, (when online pay is implemented fees will be paid by the participant), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Kimberley Morris, to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2016-2017 school year, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Anita Smith, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2016-2017 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2016-2017 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by _____, seconded by _____, to approve the 2016-2017 Independent Evaluators and Reasonable Rates (attached #14), as recommended by the Superintendent. RCV: **TABLED to June 13, 2016.**

Motion by Jude Mohan, seconded by Kimberley Morris, to appoint Schwartz, Simon, Edelstein, Celso & Kessler to provide legal counsel to the Board for the 2016-2017 school year, rate to be \$169.79 per hour for general, special education, construction and litigation matters handled by partners and counsel; \$159.18 per hour for matters handled by Associates, and \$116.73 per hour for Paralegals and Law Clerks, (reflects a 2% increase for 2016-2017), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Principal's Report:

Technology Report:

Correspondence:

- Letter from Sarah Bettenhausen
- Letter from Whitney Nalepa

Committee Reports:

Policy and Finance:

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the first reading of Policy Alert 208, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

- P0167 Public Participation in Board Meetings (Revised)
- P0168 Recording Board Meetings (Revised)

- P2422 Health and Physical Education (Revised)
- P2425 Physical Education (Abolished)
- P2431 Athletic Competition (M) (Revised)
- R2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
- P&R5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P&R5302.01 Health Services (M) (Revised)
- P&R5460 Administration of Medical Marijuana (M) (New)
- P5460 High School Graduation (M) (Revised)
- P&R8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- P8550 Outstanding Food Service Charges (Revised)

Re-Organization Motions:

Motion by Jude Mohan, seconded by Anita Smith, to move the following motions for approval as recommended by the Superintendent. (a-ii) RCV: Armstead, Mohan, Morris, Schlaffer, Smith, and Graf, all voting yes, Trush voting no, motion carried.

- a. To adopt the following Mission Statement:

It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational outcome. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

- b. To approve the adoption of the 2016-17 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle.
- c. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.

- d. To establish the agenda for the 2015-2016 and 2016-2017 school year as follows:

Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Treasurer's Report, Superintendent Report, Principal's Report, Technology Report, Correspondence, Committee Reports – Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.

- e. To adopt the Washington Township School District Policy and Regulations manuals.

(That in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)

- f. To approve the Washington Township School District Job Description Manual.

- g. To approve the following finance appointments/re-appointments for the 2016-2017 school year.

Board Secretary	Jean Flynn
Treasurer of School Monies	James Miller
Public Agency Compliance Officer	Jean Flynn
Purchasing Agent	Jean Flynn
Custodian of Public Records	Jean Flynn
Title 9 Compliance Officer for contracts	Jean Flynn
Flexible Spending Account Administrator	Jean Flynn
Auditor	Anthony Ardito, Ardito & Company, LLP

- h. To approve the following Education and Personnel appointments/re-appointments for the 2016-2017 school year.

Accountability Officer/IDEA	Michael Neu
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Accountability Officer/NCLB	Keith Neuhs
Affirmative Action Officer	Jessica Garcia
504 Coordinator	Jessica Garcia
504 Case Manager	Deborah Tierney
Attendance Officer	Michael Neu
Title 9 Compliance Officer	Jessica Garcia
Civil Rights Officer	Jessica Garcia
Liaison for Homeless Children	Jessica Garcia
Substance Awareness Coordinator	Jennifer Borusovic
School Physician	Charles Evans, III
Emergent Services	Warren Hills Health Center

- i. To approve the following facilities appointments/re-appointments for the 2016-2017 school year.

Architect, Engineers/Planners	Gianforaro, Architects and Engineers/Planners
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- j. To appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2016-2017 school year.
- k. To approve Maureen Miller, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- l. To approve the bid threshold at \$40,000 and quote threshold at \$6,000 as per 18A:18A-3.
- m. That Fulton Bank be used as depository of school funds.
- n. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President Signature stamp to be used in accordance with Board Policy.
- o. To establish a Petty Cash Fund in the amount of \$250.00 for the 2016-2017 school year and that checks for the Petty Cash Account, reimbursed by the Board, and checks for the school Student Activity, Cafeteria Account, Port Colden School House fund, Child Care Account, and JUCITF (SUI) Account be signed by the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy.
- p. That checks for the regular checking account be signed by the President or alternate, the Treasurer, and the Board Secretary. Board President and Treasurer Signature stamp to be used in accordance with Board Policy.
- q. That checks for the payroll and agency accounts be signed by the Treasurer of School Monies or Board President or Vice-President in the absence of the President. Board President and Treasurer Signature stamp to be used in accordance with Board Policy.
- r. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- s. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Agent.
- t. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Agent.
- u. To appoint Ameriflex, as the Flexible Spending Broker of Record.
- v. To designate The Star Gazette (primary) and The Express Times (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising.
- w. To approve the following Tax Shelter Annuity Companies for the 2016-2017 school year.

Oppenheimer Shareholder Services	Financial Resources
Lincoln Investment Planning	Legend Group

- x. To approve the following Tax Shelter Annuity Brokers for the 2016/17 school year.

Jefferey Febbo	David Haase
Jeffrey Kenyon	Jonathan H. Peck

- y. To approve the following Disability Insurance Plans.

Prudential Insurance –Teachers, Administrators, Support
Aetna Life Insurance – Administrators, Support Staff

- z. To authorize the Board Secretary to pay bills prior to Board approval in event of a board meeting held after the 1th of the month or to secure a discount if paid within a certain time period and to adopt the

- 25th of the month to be the cutoff date for receiving bills for the payment of the next months' bills.
- aa. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15th of the month or to secure a discount if paid within a certain time period and to adopt the 25th of the month to be the cutoff date for receiving bills for the payment of the next months' bills.
 - bb. To designate the Superintendent to approve budget line item transfers between Board Meetings to be ratified by the Board at their next regular meeting as per N.J.S.A.18A:22-8.1.
 - cc. To approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts for the 2016-2017 school year.
 - dd. To approve the Washington Township Pest Management Plan.
 - ee. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.
 - ff. To set the substitute rates for the 2016-2017 school year as listed, (these rates are the same as 2016-2017 school year).
 - Teachers - \$ 80.00 – Daily Rate
 \$ 90.00– After five [5] consecutive days in the same classroom, with the appropriate certification
 \$100.00-After fifteen [15] consecutive days in the same classroom, with the appropriate certification
 - Paraprofessional \$65.00 – Daily rate
 - Nurse - \$100.00 – Daily Rate
 \$115.00 – After 6-15 days (no more than 2 days interruption)
 \$130.00 - After 16 days (no more than 2 days interruption)
 - Clerical - \$10.00 per hour
 - Custodian -\$10.50 per hour
 - gg. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
 - hh. To approve the following tuition rates for the 2016-2017 school year.

Pre-School/Kindergarten	\$13,198
Grades 1-5	\$16,122
Grade 6	\$15,396
MD	\$24,287
Pre-K Disability/part-time	\$15,197

- ii. To approve the Media List for the 2016-2017 school year.

PUBLIC QUESTIONS AND DISCUSSION - old and/or new business

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

Tracy Padilla – concerned about the reduction of paraprofessional staff and concern for her child’s needs being met. The Superintendent reassured her that all current IEP and 504 needs were being staffed.

Dawn Brattole – questioned if paraprofessionals have seniority? The Superintendent indicated that the contract does not state seniority.

EXECUTIVE SESSION - if required as indicated in items h 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 Pending or anticipated litigation
- g. Attorney-client privilege
- h. Personnel – employment matters affecting a specific prospective or current employee

Be it resolved that the Board will now go into private session to discuss 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: 9:01 pm

Motion by Joseph Armstead, seconded by Jude Mohan, to return to session.

MV: unanimous, motion carried

Time: 9:33 pm

Motion by Anita Smith, seconded by Kimberley Morris, to approve certified staff (salary to be adjusted upon the ratified WTEA negotiated contract), administration, support staff and salaries for the 2016-2017 school year, as listed on the attached sheets, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, and Graf, all voting yes, Trush abstained, motion carried.

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve paraprofessional appointments and hourly rates for the 2016-2017 school year, as listed on the attached sheet, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, and Graf, all voting yes, Trush abstained, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve Cheryl Campbell, Teacher, Step 7 BA, salary to be \$51,973, (salary to be adjusted upon the ratified WTEA negotiated contract), effective September 1, 2016, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve Courtney Dunn, Teacher, Step 2 BA, salary to be \$47,453, (salary to be adjusted upon the ratified WTEA negotiated contract), effective, September 1, 2016, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve Michael Angeloni, Buildings & Grounds Coordinator, salary to be \$59,999, effective on or about June 27, 2016, pending completion of employment requirements, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the following facilities appointments/re-appointments for the 2016-2017 school year, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

AHERA Coordinator	Michael Angeloni
Indoor Air Quality Officer	Michael Angeloni
Integrated Pest Management	Michael Angeloni
HCS/Right To Know Contact	Michael Angeloni
Health and Safety Designee	Michael Angeloni
Asbestos Management Officer	Michael Angeloni
Chemical Hygiene Officer	Michael Angeloni

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the following stipends for the 2016-2017 school year, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

AESOP/Sub Coordinator	\$2,000
Environmental Trip Coordinator	\$ 500
Environmental Trip Staff	\$ 225
Publishing Company	\$4,000
Safety Patrol Coordinator	\$ 400
Teacher-In-Charge	\$1,000 (per school)

ADJOURNMENT

Motion by Jude Mohan, seconded by Joseph Armstead, to adjourn.

MV: unanimous, motioned carried

Time: 9:39 pm

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary