

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, July 18, 2016

7:31 p.m.

Minutes of July 18, 2016

Call to order by President.

Time: 7:31 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, 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: Joseph Armstead and Anita Smith

B. PUBLIC HEARING: Electronic Violence and Vandalism Reporting System (EVVRS).

As per Public Law 6A:16-5.3 each school district shall report incidents of violence, vandalism, substance abuse, and HIB for the previous school year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education for the 2015-2016 school year, there was one incidence of vandalism substance abuse and/or violence, which rose to the standard established by the New Jersey Department of Education.

Motion by Jude Mohan, seconded by Lauren Schlaffer, to accept the Annual Report of Violence, Vandalism, Substance Abuse and HIB for the 2015-2016 school year, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by John Trush, seconded by Kimberley Morris, to approve the Annual HIB Self-Assessment Report, as presented by Deb Tierney at the June 13, 2016 board meeting, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jude Mohan, to approve the minutes of June 13, 2016, as corrected. MV: all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the executive session's minutes of June 13, 2016, as amended. MV: all voting yes, 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 Jude Mohan, seconded by Kimberley Morris, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending June 30, 2016, as presented. MV: all voting yes, motion carried.

Motion by John Trush, seconded by Kimberley Morris, to approve the attached transfers, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer and Graf all voting yes, Trush voting no, motion carried.

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the Bills List from June 14, 2016 to June 30, 2016. MV: all voting yes, Trush voting no, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan to approve the July 2016 Bills List. MV: all voting yes, Trush voting no, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the Board Secretary's and Treasurer's Reports for the month ending June 30, 2016, as presented. RCV: Mohan, Morris, Schlaffer 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 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 Kimberley Morris, to approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2016-2017 school year for a management fee of \$8,989.00 and a breakeven, no-cost guarantee food service operation, including the management fee, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

E. SUPERINTENDENT'S REPORT

Motion by Kimberley Morris, seconded by Jude Mohan, to accept, with regret, the resignation of Kimberly Sigman, Teacher, effective June 30, 2016, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to accept, with regret, the resignation of Marelin Benitez, part-time Custodian, effective June 30, 2016, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by John Trush, seconded by Lauren Schlaffer, to approve a change in preparation classification, for Joanne Mitch, from BA to BA +15 (salary to be adjusted upon the ratified WTEA negotiated contract), effective, September 1, 2016, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve the following personnel for summer work, at summer hourly rate of \$10.00 per hour, (hours not to exceed 30 hours per week), as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

- Andrew Kaluzny

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve a Memorandum of Agreement, between Warren County Special Services School District (WCSSSD) and Washington Township School District to provide an LDTC for the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve Pamela Casserly, Samantha Davey, Thomas Graham, Rebecca Grochowicz, Amybeth Kupcha and Raphael Margolin, for summer curriculum time to prepare professional development (Microsoft Classroom) for staff members, at a rate of \$30.00 per hour, not to exceed 24 hours, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush, to approve Amybeth Kupcha, Kara Lisk, Michele Mahon and Susan Graham for summer curriculum time to revise Mathematics and Language Literacy Curriculums to meet NJ learning standards, at a rate of \$30.00 per hour, not to exceed 30 hours, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to place the following classified student in the Washington Township Extended School Year Program, starting on July 14, 2016, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Student ID – 10-12

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the following personnel for the 2016-2017, Extended School Year Program, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Staff Member	Position	Rate
Jodie Frankle	Substitute Paraprofessional	\$16.55

Motion by Jude Mohan, seconded by Kimberley Morris, to enter into a contract with Sussex County Educational Services Commission (SCESC) 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 2016-2017 school year, as recommend by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the contract with Sussex County Educational Services Commission (SCESC) to provide additional IDEA Supplementary Instruction and related services for eligible students attending the Good Shepherd Christian Academy for the 2016-2017 school year, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve the Professional Development Plans, for the District, Brass Castle and Port Colden School, noting that the district will allocate approximately \$25,000 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 IIa funds, in the amount of \$12,344 will be utilized to support these professional development plans, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

F. PRINCIPALS' REPORT

G. TECHNOLOGY REPORT - NONE

H. CORRESPONDENCE:

- Note from: Elizabeth Burkat, Elaine Giaimo, Lynn Hardcastle, Toni Lynn Melhem and Paula Trush
- Letter from: Kimberly Sigman

I. COMMITTEE MEETINGS:

Education Committee:

Motion by Kimberley Morris, seconded by John Trush, to approve the following curriculum, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

- Health & Physical Education
- Science

Motion by Kimberley Morris, seconded by John Trush, to approve the 2016-2019 District Technology Plan, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Facilities Committee:

Motion by Jude Mohan, seconded by Lauren Schlaffer, to submit applications for dual use of education space in Brass Castle, Library, Rooms, 110 & 207, Port Colden Rooms 200 & 205, to the County Executive Superintendent for approval. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Finance & Policy Committee:

Motion by Jude Mohan, seconded by Kimberley Morris, to apply for the FY 2017 IDEA Grant and accept the grant award funds, upon approval of the FY2017 IDEA application, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Basic:	\$159,440
Preschool	\$ 11,084

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve the 1st reading of Policy Alert 209, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, and Graf, all voting yes, Trush abstained, motion carried.

N.J.A.C. 6A:9 Recodification to N.J.A.C. 6A:9, 6A:9A, 6A:9B, and 6A:9C Policy and Regulation Guide Updates

- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1310 Employment of School Business Administrator/Board Secretary (Revised)
- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)

P&R 3126	District Mentoring Program (Revised)
P 3141	Resignation (Revised)
P&R 3144	Certification of Tenure Charges (Revised)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
P 3231	Outside Employment as Athletic Coach (Revised)
P 3240	Professional Development for Teachers and School Leaders (M) (Revised)
R 3240	Professional Development for Teachers and School Leaders (Revised)
P&R 3244	In-Service Training (M) (Abolished)
P 4159	Support Staff member/School District Reporting Responsibilities (Revised)
P 5305	Health Services Personnel (Revised)
P 5350	Student Suicide Prevention (Revised)
R 5350	Student Suicide (Revised)
P 9541	Student Teachers/Interns (Revised)
P 1140	Affirmative Action Program (M) (Revised)
P 1523	Comprehensive Equity Plan (M) (Revised)
P 1530	Equal Employment Opportunities (M) (Revised)
P 1530	Equal Employment Opportunities Complaint Procedure (M) (Revised)
P 1150	Affirmative Action Program for Employment and Contract Practices (M) (Revised)
P&R 2200	Curriculum Content (M) (Revised)
P 2260	Affirmative Action Program for School and Classroom Practices (M)
P&R 2411	Guidance Counseling (M) (Revised)
P&R 2423	Bilingual and ESL Education (M) (Revised)
P 2610	Educational Program Evaluation (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P 5750	Equal Educational Opportunity (M) (Revised)
P 5755	Equity in Educational Programs and Services (M) (Revised)
P 5339	Screening for Dyslexia (M) (Revised)
P 5514	Student Use of Vehicles on School Grounds (Revised)
R 5514	Student Use of Vehicles (Abolished)
P 7481	Unmanned Aircraft System (UAS also known as Drones) (New)
P 8630	Bus Drive/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve the 1st reading revised Regulation 2624, Grading System, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the 1st reading of revised Policy 5511, Dress and Grooming, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Lauren Schlaffer, to approve the 1st reading of revised Policy 5331, Management of Life-Threatening Food Allergies in Schools, as recommended by the Superintendent. RCV: Mohan, Morris, Schlaffer, Trush and Graf, all voting yes, motion carried.

Personnel Committee Report: - None

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 a, b, c, g, & h below.

Motion by Lauren Schlaffer, seconded by Jude Mohan, 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

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Be it resolved that the Board will now go into private session to discuss matters rendered confidential due to the nature of Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy, Collective bargaining agreements, Pending or anticipated litigation and 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: 9:01 p.m.

Motion by Jude Mohan, seconded by Kimberley, to return to open session.

MV: unanimous, motion carried Time: 9:10 p. m.

L. ADJOURNMENT:

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

MV: unanimous, motion carried Time: 9:10 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary

