

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, December 12, 2016

7:30 P.M.

PERSONNEL COMMITTEE MEETING: 6:45 P.M.

Minutes of December 12, 2016

Call to order by President.

Time: 7:34 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 Express Times, the Star Gazette, and to the Clerk of Washington Township.

Flag Salute

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

Members absent: Joseph Armstead and Lauren Schlaffer

B. PRESENTATIONS: NONE

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the minutes of November 14, 2016, as presented. MV: all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the executive session minutes of November 14, 2016, as presented. MV: all voting yes, motion carried.

C. 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.

D. SECRETARY'S REPORT

Motion by Anita Smith, seconded by Kimberley Morris, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports, as presented. MV: all voting yes, motion carried.

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

Motion by Kimberley Morris, seconded by Jude Mohan, to approve the Bills List for December 2016. MV: Mohan, Morris, and Smith, all voting yes, Trush and Graf, abstained, motion carried.

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the Board Secretary's and Cash Reports for the month ending November 30, 2016, as presented. RCV: Mohan, Morris, 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 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 Jude Mohan, to approve maternity leave for Jesse Wyke, paid sick leave from on or about, April 24, 2017 through May 19, 2017 (utilizing 20 sick days), unpaid NJ Family Leave (NJFLA), from May 22, 2017 through June 21, 2017 and return to work the start of school year 2017-2018, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jude Mohan, to approve a medical leave of absence for Catherine Phifield, from November 10, 2016 to on or about February 11, 2017, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Kimberley Morris, to approve Krystyn L. Stasyshyn, as a Long Term Substitute, (for Dawn Harper), Step 1 BA salary to be \$47,845 (prorated), effective January 30, 2017 through June 30, 2017, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jude Mohan, to approve Bonnie Adamski, to provide home training, not to exceed 2 hours per week, at a rate of \$50.00 per hour, for special education student #17-03, effective 12/12/2016, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the out-of-district, In-Service Experiences, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes.

Staff Member	Type of Travel/Workshop	Registration	Date	Mileage RT	Parking	Tolls	Lodging	Meals
Kelly Carney	Workshop	0	12/8,1/10, 2/7, 3/7,5/23	123	0	0	0	0
Colleen O'Rourke	Workshop	0	12/8,1/10, 2/7, 3/7,5/23	123	0	0	0	0
Kelly Carney	Workshop	245.00	2/7/2017	70	0	0	0	0

Sue Maurer	Workshop	245.00	2/7/2017	79	0	0	0	0
Pam Casserly	Workshop	245.00	2/14/2017	39	0	0	0	0
Lauren Hulse	Workshop	245.00	2/14/2017	0	0	0	0	0

Motion by Kimberley Morris, seconded by Jude Mohan, to approve a contract between Warren County Special Services School District (WCSSSD) and Washington Township School District to provide Speech Therapist services for the 2016-2017 school year, effective November 14, 2016 to November 21, 2016 at a rate of \$85.00 per hour (Therapy) and \$450.00 per evaluation, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes.

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

Q-2nd Grade – Franklin Institute, Philadelphia PA – April 28, 2017

Easton Coach Company	sold out		
Panorama Tours Inc. (49 passenger)	\$1,025 per bus x 2 buses	Total	\$2,050
Starr Tours	no quote		

Motion by Anita Smith, seconded by Jude Mohan, to award the contract for the 2nd Grade Franklin Institute, Philadelphia PA, class trip, as follows, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Panorama Tours Inc. (49 Passenger)	\$1,025 per bus x 2 buses	Total	\$2,050
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Motion by Anita Smith, seconded by Kimberley Morris, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Q-3rd Grade – Museum of Natural History, NYC – May 24, 2017

Easton Coach Company	sold out		
Panorama Tours Inc. (49 passenger)	\$1,170 per bus x 2 buses	Total	\$2,340
Starr Tours	no quote		

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

Panorama Tours Inc. (49 passenger)	\$1,170 per bus x 2 buses	Total	\$2,340
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Motion by John Trush, seconded by Anita, Smith, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Q-5th Grade – Camden Aquarium/Battleship Museum, Camden NJ – May 31, 2017

Easton Coach Company	sold out	
Panorama Tours Inc. (55 passenger)	\$1,195 per bus x 2 buses	Total \$2,590
Starr Tours	sold out	

Motion by Anita Smith, seconded by Kimberley Morris, to award the contract for the 5th Grade Camden Aquarium/Battleship Museum, Camden, NJ class trip, as follows, as recommended by the Superintendent. RCV: Smith, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Panorama Tours Inc. (55 passenger) \$1,170 per bus x 2 buses Total \$2,590.00

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

Q-6th Grade – Minskoff Theatre, New York, NY – March 22, 2017

Easton Coach Company (47 passenger)	\$1,195 per bus x 3 buses	Total \$3,585
Panorama Tours Inc. (49 passenger)	\$ 995 per bus x 3 buses	Total \$2,985
Starr Tours (52 passenger)	\$1,525 per bus x 3 buses	Total \$4,575

Motion by John Trush, seconded by Anita Smith to award the contract for the 6th Grade Minskoff Theater, NYC, class trip, as follows, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting no, motion carried.

Panorama Tours Inc. (49 passenger) \$995 per bus x 3 buses Total \$2,985

F. PRINCIPAL'S REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE:

- Letter from Jesse Wyke
- Letter from Dr. Rosalie S. Lamonte – Approval Technology Plan

I. COMMITTEE REPORTS

Finance & Policy Committee:

Motion by Jude Mohan, seconded by Anita Smith, to approve the first reading of the following (revised) policy and regulations, as recommended by the Superintendent, RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

- P8441 - Care of Injured and Ill Persons
- R8441 - Care of Insured and Ill Persons
- R8600.1 - Transportation

Motion by Jude Mohan, seconded by Kimberley Morris, to approve the second reading and adoption of the following policy and regulation, as recommended by the Superintendent, RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

- P8454 – Management of Pediculosis
- R5330 – Administration of Medicine

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.)

Mrs. Padilla, asked who pays for teacher and chaperones for field trips.

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

24. Motion by Jude Mohan, seconded by Kimberley Morris, 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.

- Matters rendered confidential by Federal Law, State Law, or Court Rule
- Individual privacy
- Collective bargaining agreements
- Purchase or lease of real property if public interest could be adversely affected
- Investment of public funds if public interest could be adversely affected
- Tactics or techniques utilized in protecting public safety and property
- Pending or anticipated litigation
- Attorney-client privilege
- 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 Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy, Pending or anticipate litigation, Attorney-client privilege, 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. Anticipated HIB incident.

MV: unanimous, motion carried. Time: 8:30 p.m.

Motion by Anita Smith, seconded by John Trush, to return to open session.

MV: unanimous, motion carried. Time: 9:05 p.m.

Motion by Anita Smith, seconded by Jude Mohan, to accept HIB incident BC11172016, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve unpaid days for Employee # 1591, as recommended by the Superintendent. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Jude Mohan, to recognize completion of the Superintendent of Schools, Keith T. Neuhs, 2016-2017 merit goals, pursuant to NJAC6A:23A-1 and the Superintendent's contract. The Washington Township Board of Education reviewed the achievement indicators of the Superintendent's merit goals and has determined that Qualitative Goals #4 and #5 were met. As required by law, these determinations will be submitted to the Executive County Superintendent for approval before payment. RCV: Mohan, Morris, Smith, and Graf all voting yes, Trush abstained, motion carried.

Goal	Type	Percentage of Merit Pay	Compensation
The Superintendent will work with district principals and curriculum committee members to review the New Jersey Learning Standards and develop the revised curriculum documents for language arts and mathematics.	Qualitative	100%	\$3,375
The Superintendent will work with central office support staff to complete the reformatting of the policy manual and will ensure policies are current. The updated policy manual is posted on the district's website.	Qualitative	100%	\$3,375

Motion by Anita Smith, seconded by Kimberley Morris, the Board accepts the recommendation of the Superintendent, to approve the resignation of Erika Hill, effective immediately, as per request. RCV: Mohan, Morris, Smith, Trush and Graf, all voting yes, motion carried.

L. ADJOURNMENT

Motion by Anita Smith, seconded by John Trush, to adjourn.

MV: unanimous, motion carried. Time: 9:18 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary