

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, March 13, 2017

7:30 p.m.

A. AGENDA

1. Call to order by President.

Time: _____

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 13, 2017, to the Star Gazette and to the Clerk of Washington Township.

2. Flag Salute

3. Roll Call:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Present							

4. Motion by _____, seconded by _____ to approve the minutes of February 13, 2017 as presented. MV:

5. Motion by _____, seconded by _____ to approve the 1st executive session minutes of February 13, 2017, as presented. MV:

6. Motion by _____, seconded by _____ to approve the 2nd executive session minutes of February 13, 2017, as presented. MV:

B. PRESENTATION – Teacher of the Year

- Pamela Casserly
- Michele Cooper

C. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items)

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

D. SECRETARY'S REPORT

7. Motion by _____, seconded by _____ to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending February 28, 2017, as presented. MV:

8. Motion by _____, seconded by _____, to approve line item transfers, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

9. Motion by _____, seconded by _____, to approve the Bills List for March 2017. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

10. Motion by _____, seconded by _____ to approve the Board Secretary and Cash Reports for the month ending February 28, 2017, as presented. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

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

11. Motion to by _____, seconded by _____ to approve the following 2016-2017 substitutes, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

- Dana L. Roberts, RN – Nurse
- Anthony Watkowsky - Custodian

12. Motion by _____, seconded by _____, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls
Janine Barzdines	Managing Diabetes in Children	95.94	4/7/2017	74	0	2.00
Dawn Baxendale	Scholastic Reading Summit for Educators	\$169.00	7/18/2017	Gas	0	0
Jean Flynn	NJASBO Conference	275.00/ Hotel 275.00	6/7-6/9/2017	292	5.00	0

13. Motion by _____, seconded by _____ to approve the 2017-2018 Washington Township school district calendar, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve the application for the Child Assault Prevention (CAP) Grant for 2017-2018 in the amount of \$1,078 (with an anticipated WTSD share of program is \$323.40, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

15. Motion by _____, seconded by _____, that the Washington Township Board of Education hereby establishes the school district travel maximum, pursuant to N.J.A.C. 6A:23A-7.3 for the 2017-2018 school year at the sum of \$45,000 and the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve a medical leave of absence for Catherine Phifield, from February 12, 2017 to on or about April 30, 2017, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to approve home instruction for student #11759 not to exceed 10 hours per week, at the rate of \$30.00 per hour, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

18. Motion by _____ seconded by _____, to approve the following staff for home instruction for student #11759 to exceed 10 hours per week, at the rate of \$30.00 per hour, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

- Michelle Mahon

19. Motion by _____, seconded by _____, to approve Caroline Young, a student at Warren County Community College to observe Gina Renner’s Kindergarten Class, at Brass Castle School, as a student teacher for 5 hours, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to approve Miss Bowbliss, a student at Ramapo College, to participate in a fall 2017 practicum at Brass Castle School, with Dawn Baxendale, 5th Grade Teacher, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to approve the contract for Works Data, LLC, to install/upgrade PA system at Good Shepherd Christian Academy, for \$3,829, using Non-Public Security Aid, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

22. Motion by _____, second by _____, to approve the service agreement with PLANCONNECT to serve as the Third Party Administrator (TPA) for the districts 403(b) Plan Document (at no cost to the district), as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to approve Delta-T Group (#ESCNJ 16/17-26), for School Nursing Services, at a per diem rate of \$193.05/Licensed Registered Nurse and \$243.75/Licensed School Nurse, as needed, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

F. PRINCIPAL’S REPORT

G. TECHNOLOGY REPORT

H. CORRESPONDENCE

I. COMMITTEE REPORTS

Education:

Facilities:

Finance & Policy:

24. Motion by _____, seconded by _____ to adopt the proposed 2017-2018 school district budget to be submitted to the Executive County Superintendent of Schools for required review and approval. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

The base budget includes the use of \$93,927 of capital reserve funds towards the replacement of the Brass Castle and Port Colden school fire alarm systems, estimated at a cost of \$200,000. The district intends to complete for said purpose in the 2017-2018 school year.

General Fund	\$8,916,227
Special Revenue Fund	\$ 231,500
Total Base Budget	\$9,147,727

General Fund Tax Levy	\$6,079,320
-----------------------	-------------

25. Motion by _____, seconded by _____, to approve the second reading and adoption of the following policies and regulations for Policy Alert 210, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

- P & R 1510 Americans with Disabilities Act (M) (Revised)
- P 2415.30 Title I – Educational Stability for children in Foster Care (M) (New)
- P& R 2418 Education of Homeless Children (Revised)
- P&R 8330 Student Records (M) (Revised)

26. Motion by _____, seconded by _____, to approve the New Jersey Department of Education Office of Special Education Programs, Statement of Assurance (SOA), as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

Personnel:

J. 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.)

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

27. Motion by _____, seconded by _____ 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 Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy, 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. Anticipated action on HIB incident.

MV: Time: _____

28. Motion by _____, seconded by _____ to return to open session.

MV: Time: _____

29. Motion by _____, seconded by _____, to approve an unpaid medical leave of absence extension for Kathryn Wikander, Brass Castle School Nurse, as recommended by the Superintendent. RCV:

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	John Trush	Karen Graf
Yes							
No							
Abstain							

L. ADJOURNMENT

30. Motion by _____, seconded by _____ to adjourn.

MV: Time: _____