

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

Monday, March 13, 2017

7:30 p.m.

Minutes of March 13, 2017

Call to order by President

Time: 7:30 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 13, 2017, to The Star Gazette, and to the Clerk of Washington Township.

Flag Salute

Members in attendance: Joseph Armstead, Vice-President, Jude Mohan, Lauren Schlaffer, Anita Smith and John Trush and Karen Graf, President. In addition, Keith T. Neuhs, Superintendent and Jean Flynn, Board Secretary.

Members absent: Kimberley Morris

Motion by Jude Mohan, seconded by John Trush, to approve the minutes of February 13, 2017 as amended  
MV: All voting yes, Graf abstained, motion carried.

Motion by John Trush, seconded by Anita Smith, to approve the 1<sup>st</sup> executive session minutes of February 13, 2017, as presented. MV: All voting yes, Graf abstained, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the 2<sup>nd</sup> executive session minutes of February 13, 2017, as presented. MV: All voting yes, Graf abstained, motion carried.

**B. PRESENTATION – Teacher of the Year**

- Pamela Casserly
- Michele Cooper

**C. PUBLIC QUESTIONS & DISCUSSIONS (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 Joseph Armstead, seconded by Lauren Schlaffer, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending February 28, 2017, as presented. MV: All voting yes, motion carried.

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

Motion by Jude Mohan, seconded by John Trush, to approve the Bills List for March 2017. RCV: Armstead, Mohan, Schlaffer, Smith, and Graf, all voting yes, Trush voting no, motion carried.

Motion by Anita Smith seconded by Joseph Armstead, to approve the Board Secretary and Cash Reports for the month ending February 28, 2017, as presented. RCV: Armstead, Mohan, Schlaffer, Smith, and Graf, all voting yes, Trush voting no, 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 to by Joseph Armstead, seconded by Anita Smith, to approve the following 2016-2017 substitutes, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

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

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

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

Motion by Jude Mohan, seconded by John Trush, to approve the 2017-2018 Washington Township school district calendar, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by John Trush to approve the following staff for 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

- Michelle Mahon

Motion by John Trush, seconded by Anita Smith, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve Miss Bowbliss, a student at Ramapo College, to participate in a fall 2017 practicum at Brass Castle School, with Dawn Baxendale, 5<sup>th</sup> Grade Teacher, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, second by Jude Mohan, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, 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: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to accept, with regret, the resignation for retirement, of Margaret Lyons, Childcare Director, effective June 30, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve the selection of AmeriHealth Insurance Company, as the District's group medical insurance carrier, at the rates, benefits, terms and conditions represented in the Brown & Brown proposal with an effective date of 7/1/2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

#### F. PRINCIPAL'S REPORT

#### G. TECHNOLOGY REPORT

H. CORRESPONDENCE – Letter from Margaret Lyons

#### I. COMMITTEE REPORTS

**Education:** reported on meeting.

**Facilities:** none

**Finance & Policy:** reported on meeting.

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

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
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Motion by Jude Mohan, seconded by Anita Smith, to approve the second reading and adoption of the following policies and regulations for Policy Alert 210, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

- 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 Joseph Armstead, seconded by Anita Smith, to approve the New Jersey Department of Education Office of Special Education Programs, Statement of Assurance (SOA), as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

**Personnel:** reported on meeting.

**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, g, h, i 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
- 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: unanimous, motion carried                      Time: 8:36 p.m.

Motion by Jude Mohan, seconded by Anita Smith, to return to open session.

MV: unanimous, motion carried                      Time: 8:44 p.m.

Motion by Jude Mohan, seconded by Joseph Armstead, to approve an unpaid medical leave of absence extension for Kathryn Wikander, Brass Castle School Nurse, as recommended by the Superintendent. RCV: Armstead, Mohan, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

**L. ADJOURNMENT**

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

MV: unanimous, motion carried                      Time: 8:45 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary