

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, April 24, 2017

7:30 p.m.

Minutes of April 24, 2017

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Call to order by President

Time: 7:30 p.m.

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, Lauren Schlaffer, Anita Smith, John Trush and Anita Smith.

Members absent: Jude Mohan

Motion by Anita Smith, seconded by Joseph Armstead, to approve the minutes of March 13, 2017 as amended. MV: all voting yes, Kimberley Morris, not present, motion carried.

Motion by Anita Smith, seconded by John Trush, to approve the executive session minutes of March 13, 2017, as presented. MV: all voting yes, Kimberley Morris, not present, motion carried.

**B. PUBLIC HEARING**

Kimberley Morris arrived at 7:33 p.m. during the budget presentation.

- a. As per Public Law 6A:23-8-1 each school district shall present a proposed budget for the upcoming school year.

Motion by Anita Smith, seconded by Joseph Armstead, to adopt the proposed budget of the Washington Township Board of Education for the 2017-2018 school year as follows: RCV: Armstead, Morris, 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

Motion by Anita Smith, seconded by Joseph Armstead, to requisition the 2017-2018 Tax Levy according to the following schedule: RCV: Armstead, Morris, Schlaffer, Smith and Graf, all voting yes, Trush voting no, motion carried.

<u>2017-2018 Tax Levy</u>	<u>General Fund</u>
July 1, 2017	\$1,519,830.00
October 1, 2017	\$1,519,830.00
January 1, 2018	\$1,519,830.00
March 1, 2018	\$1,519,830.00
Totals	<u>\$ 6,079,320.00</u>

**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 Anita Smith, seconded by Joseph Armstead, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending March 31, 2017, as presented. MV: all voting yes, motion carried

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

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the Bills List for April 2017, MV: all voting yes, Trush voting no, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the Board Secretary's and Cash Reports for the month ending March 31, 2017, as presented. RCV: Armstead, Morris, 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.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the amended Washington Township Board of Education 403(b) Plan Document as presented. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

**E. SUPERINTENDENT'S REPORT**

Motion by Anita Smith, seconded by Lauren Schlaffer, to accept, with regret, the resignation of Suzanne Jeffries, Paraprofessional, effective June 30, 2017, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Anita Smith, to approve the following substitute for the 2016-2017 school year, upon completion of employment requirements, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

- Teacher/Paraprofessional – Alyssa Alpaugh

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls
Sue Graham	Orton Gillingham Advanced Training	\$850.00	6/27-6/30,2017	0	0	0
Heidi Kaiven	Orton Gillingham Advanced Training	\$850.00	6/27-6/30 2017	86.4	0	0
Ruth O’Cone	Orton Gillingham Advanced Training	\$850.00	6/27-6/30 2017	0	0	0
Dawn Nisivoccia	Orton Gillingham Advanced Training	\$850.00	6/27-6/30,2017	60.0	0	0
Stacie Paruta	Orton Gillingham Advanced Training	\$850.00	6/27-6/30,2017	0	0	0
Susan Peterson	Engaging the Continuum of Challenge-	\$50.00	5/24/2017	0	0	0
Kara Cruts	Orton Gillingham Training	\$910.00	8/14-8/18,2017	0	0	0
Courtney Dunn	Orton Gillingham Training	\$910.00	8/14-8/18,2017	0	0	0
Sarah Femia	Orton Gillingham Training	\$910.00	8/14-8/18,2017	0	0	0
Colleen O’Rourke	Orton Gillingham Training	\$910.00	8/14-8/18,2017	0	0	0
Rebecca Whalen	Orton Gillingham Training	\$910.00	8/14-8/18,2017	0	0	0

Motion by Kimberley Morris, seconded by John Trush, to approve the operation of an Extended School Year Program from June 28 2017 - July 28, 2017 (excluding July 3, 4 & 5) , as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Motion by John Trush, seconded by Anita Smith, to approve the following personnel for the 2017-2018 Extended School Year Program – June 28, 2017 – July 28, 2017 (excluding July 3, 4 & 5) , as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

<u>Staff Member</u>	<u>Position</u>	<u>Rate</u>
Kara Cruts	Teacher	\$38.13
Courtney Dunn	Teacher	\$38.13
Sue Graham	Teacher	\$38.13
Joanne Mitch	Teacher	\$38.13
Colleen O’Rourke	Teacher	\$38.13
Joan Pare	Teacher	\$38.13
Nicole Smith	Teacher	\$38.13
Rebecca Whalen	Teacher	\$38.13
Jodie Frankle- ABA-level II	Paraprofessional	\$18.55*
Nancy Krukowski	Paraprofessional	\$17.25*
Sherri Mecca- Braille level I	Paraprofessional	\$15.60*
Colleen Morea-ABA Level II	Paraprofessional	\$20.50*
Barbara Pierson- ABA Level II	Paraprofessional	\$17.60*
Margaret Prendergast	Paraprofessional	\$15.60*
Renee Seiz	Paraprofessional	\$16.80*
Toni Ann Smith	Paraprofessional	\$12.30*
Antoinette Standish	Paraprofessional	\$12.30*
Karen War-ABA Level II	Paraprofessional	\$17.80*

\*2016-2017 rate (pending negotiations)

Motion by Anita Smith, seconded by Joseph Armstead, to approve summer hours for the following staff to service students who transfer in the district from July 1, 2017 to August 31, 2017, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Jennifer Borusovic, Psychologist	-	not to exceed 5 days
Erin Karl, Social Worker	-	not to exceed 5 days
Nicole Smith, Speech	-	not to exceed 5 days
Deb Tierney, Guidance/504 Case Manager	-	not to exceed 5 days

Motion by Joseph Armstead, seconded by Kimberley Morris to place the following classified students in the Washington Township Extended School Year Program, June 28-July 28, 2017, (excluding July 3, 4 & 5) , 8:30-12:30, Brass Castle School, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

### **ESY STUDENTS 2017**

30 Students Recommended for 2017 ESY June 28-July 28, 2017, 8:30-12:30, Brass Castle School

ID#:

#16-11, 16-12, 17-03, 17-06, 17-19, 17-07, 17-04, 15-03, 16-04, 15-16, 15-06, 13-02, 16-05, 14-08, 16-01, 17-16, 15-05, 17-17, 12-02, 16-07, 11-14, 13-03, 15-12, 12-23, 15-17, 10-02, 09-37, 16-13, 17-21

20. Motion by Anita Smith, seconded by Joseph Armstead, to approve the following staff for home instruction for student #11755 to not exceed 10 hours per week, at the rate of \$30.00 per hour, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

- Joan Pare – 2 days per week
- Rebecca Whalen – 3 days per week

Motion by Anita Smith, seconded by Kimberley Morris, 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 #15-03, effective 4/25/17 through 7/28/17, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Motion by John Trush, seconded by Anita Smith, to approve Nicholas Paruta, a student at Warren Hills Regional High School, to volunteer in the Brass Castle Garden Club, to complete 3 hours of community service, as part of his membership in the National Honor Society, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

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

- Pre-K Class – Warren Hills FFA (Food For America)– April 28, 2017, Warren Hills Regional High School

Motion by Anita Smith, seconded by Joseph Armstead, to approve a medical leave of absence for Colleen Mattei, from March 22, 2017 to on or about second of week of May 2017, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Motion by Anita Smith, seconded by Kimberley Morris, to approve the Washington Township Board of Education to participate in the Public Employer Trust for the policy period beginning July 1, 2017 through June 30, 2018, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Motion by Anita Smith, seconded by Kimberley Morris, to approve the following resolution, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

**WASHINGTON TOWNSHIP BOARD OF EDUCATION  
A RESOLUTION CONCERNING  
GROUP PRESCRIPTION DRUG INSURANCE CARRIER**

Per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., the Board of Education hereby resolves, effective July 1, 2017, to make the following change to its group prescription drug insurance carrier:

1. Terminate its group prescription drug insurance policy with the Horizon Healthcare Services, Inc., group number 85736.
2. Select Benecard Services, Inc. as its group prescription drug insurance carrier, via the Public Employer Trust, at the rates, benefits, terms, and conditions represented in Brown & Brown's report dated March 15, 2017.
3. Designate Brown & Brown Benefit Advisors, Inc., as the Board's broker-of-record for our new Benecard group prescription drug insurance program. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs.

Brown & Brown Benefit Advisors, Inc.'s responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems.

Brown & Brown Benefit Advisors, Inc. is authorized to receive commission payment from Benecard, percentages for which are included in Benecard's proposed rates.

4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

Motion by Lauren Schlaffler, seconded by Kimberley Morris, to approve the purchase of new 6<sup>th</sup> grade science books, Integrated Science Course I, McGraw-Hill Education, at a total cost of \$5,946.51, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the purchase of Mystery Science – Lessons for Elementary Teachers, Grades K-5, Mysteryscience.com, at a total cost of \$998.00 (1<sup>st</sup> year promotional pricing), as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf all voting yes, motioned carried.

Motion by Anita Smith, seconded by Kimberley Morris, to approve the revised 2016-2017 calendar with the last day of school scheduled for Tuesday, June 20, 2017. Monday June 19, 2017 and Tuesday, June 20, 2017 will be early dismissal days, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, Trush and Graf, motion carried.

**F. PRINCIPAL'S REPORT**

**G. TECHNOLOGY REPORT**

**H. CORRESPONDENCE**

- Letter from Suzanne Jeffries

**I. COMMITTEE REPORTS**

**Education:** None

**Facilities:** None

Motion by Joseph Armstead, seconded by Kimberley Morris, authorizing the Business Administrator/Board Secretary to solicit bids for Special Ed transportation for the 2017-2018 school year, as necessary, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith and Graf, all voting yes, Trush abstained, motion carried.

**Finance & Policy:**

Motion by Anita Smith, seconded by Joseph Armstead, to approve the first reading of the following policies and regulations, Policy Alert 211, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer, Smith, and Graf all voting yes, Trush abstained, motion carried.

- 0000.01 Introduction (M) (Revised)
- 0000.02 Introduction (M) (Revised)
- 0000.03 Introduction (M) (Revised)
- P 2320 Independent Study Programs (Abolished)
- P 2415.06 Unsafe School Choice Option (M) (Revised)
- P&R 2460 Special Education (M) (Revised)
- R 2460 Special Education – Location, Identification, and Referral (M) (Revised)
- R 2460.8 Special Education – Free and appropriate Public Education (M) (Revised)
- R 2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs (M) (Revised)
- R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)
- R 2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)
- R 2464 Gifted and Talented Students (M) (Revised)
- P 2467 Surrogate Parents and Foster Parents (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P&R 5116 Education of Homeless Children (Revised)

**Personnel Committee:** May 1, 2017 – next scheduled meeting

**J. PUBLIC QUESTIONS AND DISCUSSION** – old/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, i below.

Motion by John Trush, seconded by Joseph Armstead, 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 by Federal Law, State Law, or Court Rule, Individual privacy, Collective bargaining agreements, Pending or anticipated 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.

MV: unanimous, motion carried                      Time: 9.06 p.m.

Motion by Anita Smith, seconded by Joseph Armstead, to return to open session.

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

#### **L. ADJOURNMENT**

Motion by Anita Smith, seconded by Joseph Armstead, to adjourn.

MV: unanimous, motion carried                      Time: 9:23 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary