

# Washington Township Board of Education

## District Re-Organization & Regular Meeting

Monday, May 8, 2017

7:30 pm

Minutes of May 8, 2017

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Call to order by President

Time: 7:33 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: Karen Graf, President, Joseph Armstead, Vice President, Kimberley Morris and Lauren Schlaffer

Members absent: Jude Mohan and Anita Smith

Flag Salute

### **CORRESPONDENCE:**

- Letter from John Trush
- Letter from Yvette Kohn

### **Re-Organization Motions:**

#### **TABLED AFTER EXECUTIVE SESSION**

#### **Regular Meeting:**

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the minutes of April 24, 2017, as presented. MV: all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the executive session minutes of April 24, 2017, as presented. MV: all voting yes, motion carried.

### **C. PUBLIC QUESTIONS: (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 Lauren Schalaffer, seconded by Joseph Armstead, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending April 30, 2017, as presented. MV: all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve line item transfers, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the Bills List for May 2017. MV: all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the Board Secretary's and Cash Reports for the month ending April 30, 2017 and revised Cash Report for March 31, 2017, as presented. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, 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 Cash Report; 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 over expended 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 Lauren Schlaffer, to approve the amended Washington Township Board of Education 403(b) Plan Document as presented. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

### **E. SUPERINTENDENT'S REPORT**

Motion by Kimberley Morris, seconded by Lauren Schaffer, to approve Genevieve Williams, Teacher/BCBA, Step 16 MA+15, salary to be \$79,740, effective 9/1/2017, (pending completion of hiring requirements), as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, 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 and Graf, all voting yes, motion carried.

- Teacher/Paraprofessional – Nicole Cancelliere

Motion by Kimberley Morris, seconded by Lauren Schlaffer, 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 and Graf, all voting yes, motion carried.

<b>Staff Member</b>	<b>Position</b>	<b>Rate</b>
Bonnie Adamski (not to exceed 4 hrs./week)	Home Therapist	\$50.00
Katherine Ferrara (not to exceed 16 hrs. /week)	Occupational Therapy	\$73.00
Children's Therapy Services (not to exceed 4 hrs./week)	Physical Therapy	\$99.30
WCSSD (not to exceed 8hrs./week)	BCBA	\$95.00
Rosemary Brockman	Nurse/Teacher Substitute	\$38.13
Dawn Nisivocchia	Teacher Substitute	\$38.13
Melanie Plenge	Teacher Substitute	*TBD

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve an extended medical leave of absence for Colleen Mattei to the end of the 2016-2017 school year, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV:

**TABLED AFTER EXECUTIVE SESSION**

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the following Independent Therapists, for the 2017-2018 school year, as needed, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Leslie Williams Wexler	Occupational Therapist	\$ 89.00 per hour
Katherine Ferrara	Occupational Therapist	\$ 73.00 per hour
Children’s Therapy Services	Physical Therapist	\$ 99.30 per hour

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to maintain the Childcare tuition at the 2014-2015 rates for the 2017-2018 school year, (no increase) , as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Session	Fee
After Care Full-time 1st Child	205.20
After Care Full-time 2nd Child	127.40
After Care Full-time 3rd Child	89.20
After Care Part-time 1 <sup>st</sup> Child (5-9.5 hours a week)	145.80
After Care Part-time 2nd Child (5 -9.5 hours a week)	89.40
After Care Part-time 3rd Child (5-9.5 hours a week)	59.40
Before Care Full-time 1 <sup>st</sup> Child	104.40
Before Care Full-time 2nd Child	62.10
Before Care Full-time 3rd Child	46.80
Before Care Part-time 1st Child (4-7 hours a week)	62.10
Before Care Part-time 2nd Child (4-7hours a week)	39.60
Before Care Part-time 3rd Child (4-7 hours a week)	29.70
Drop in – 1 <sup>st</sup> Child (6.75 an hour)	6.75
Drop In – 2 <sup>nd</sup> Child (4.80 an hour)	4.80
Drop in - 3rd Child (\$3.40 an hour)	3.40

Motion by Kimberley Morris, seconded by Joseph Armstead, to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2017-2018 school year, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2017-2018 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2017-2018 school year with an Administrative cost of 4%, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the 2017-2018 Independent Evaluators and Reasonable Rates (attached), as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to appoint Schwartz, Simon, Edelstein, Celso & Kessler to provide legal counsel to the Board for the 2017-2018 school year, rate to be \$169.79 per hour for general, special education, construction and litigation matters handled by partners and counsel; \$159.18 per hour for matters handled by Associates, and \$116.73 per hour for Paralegals and Law Clerks, (reflects a 0% increase for 2017-2018), as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to affirm that the Marzano Teacher Evaluation Model was utilized for teacher evaluations, for the 2016-2017 school year, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Marzano Teacher Evaluation Model for the 2017-2018 school year, as recommended by the Superintendent. RCV:

**TABLED TO AFTER EXECUTIVE SESSION**

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

WHEREAS, the Board approves a direct deposit program, compliance by an employee shall be mandatory. The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14 all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required on N.J.A.C 6A:23A-5.7 and Policy 6510.

NOW THEREFORE, BE IT RESOLVED, that the mandatory direct deposit program will be continued for the 2017-2018 school year.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to accept the following quotes for Network IT Service Agreement, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

<b>COMPANY</b>	<b>QUOTE</b>
REAL Solutions Technologies	\$81,000.00
JDL Group	\$47,413.43
The JDM Group	\$48,000.00

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to award the Network IT Service Agreement, in the amount of \$48,000, to The JDM Group, as recommended by the Superintendent, RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

(Note: JDL Group did not include servicing access points, required all district devices maintain an extended manufacturer warranty agreement and had limited number of onsite technical support hours)

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the Comprehensive Equity Plan Annual Statement of Assurance, School Year, 2017-2018, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

**F. PRINCIPALS' REPORT:**

**G. TECHNOLOGY REPORT:**

**H. COMMITTEE REPORTS:**

**Education:** Kimberley Morris reported.

**Facilities:**

NOTE: Bus evacuation drills were held at Brass Castle and Port Colden Schools on April 25, 2017.

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Q-4<sup>th</sup> Grade—Liberty State Park, Hoboken, NJ

Panorama Tours (55 passenger)	2 buses @ \$1,015	Total = \$2,030
Easton Coach (50 passenger)	2 buses @ \$1,250	Total = \$2,500
Transbridge	Sold Out	

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to award the contract for Q-4<sup>th</sup> Grade class trip, Liberty State Park, Jersey City, NJ, class trip, as follows, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Panorama Tours Inc. (55 passenger)	2 buses @ \$1,015	Total \$2,030
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Motion by Lauren Schlaffer, seconded by Joseph Armstead, to accept the following quotes for acoustical ceiling and lighting replacement for Port Colden School library and 2 corridors, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

COMPANY	QUOTE
Coopersmith, Bros, Inc.	\$39,900
Hahr-Construction	\$29,150
Lewis-Graham, Inc.	\$32,500

Motion by, Kimberley Morris, seconded by, Joseph Armstead, to award the acoustical ceiling and lighting replacement for the Port Colden School library and 2 corridors to Hahr-Construction, in the amount of \$29,150, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

**Finance & Policy: No report.**

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the second reading and adoption of the following policies and regulations, Policy Alert 211, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, 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)

**I. PUBLIC QUESTIONS AND DISCUSSION** - old and/or new business (30 to 40 minutes) - **NONE**  
 (The public may speak for three (3) minutes unless they have requested to be on the agenda.)

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

Motion by Lauren Schlaffer, 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.

- 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, Pending or anticipated litigation, Collective Bargaining Agreements, 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.

MV: unanimous, motion carried.

Time: 8:04 p.m.

Motion by, Lauren Schlaffer, seconded by Kimberley Morris, to return to open session.

MV: unanimous, motion carried

Time: 9:02 p.m.

Motion by Joseph Armstead, seconded by Kimberley Morris, to move the following motions for approval as recommended by the Superintendent. (a-jj) Armstead, Morris, Schlaffer and Graf, all voting yes motion carried.

- a. To adopt the following Mission Statement:  
*It is the mission of the Washington Township School District that each student will be provided with a stimulation environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.*
- b. To approve the adoption of the handbooks, curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle.
- c. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.
- d. To establish the agenda for the 2016-2017 and 2017-2018 school year as follows:  
Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Cash Report, Superintendent Report, Principal's Report, Technology Report, Correspondence, Committee Reports – Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.
- e. To adopt the Washington Township School District Policy and Regulations manuals.  
*(That in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)*
- f. To approve the Washington Township School District Job Description Manual.
- g. To approve the following finance appointments/re-appointments for the 2017-2018 school year.

Board Secretary	Jean Flynn
Custodian of Public Records	Jean Flynn
Title 9 Compliance Officer for contracts	Jean Flynn
Flexible Spending Account Administrator	Jean Flynn
Public Agency Compliance Officer	Jean Flynn
Purchasing Agent	Jean Flynn

- h. To approve the following Education and Personnel appointments/re-appointments for the 2017-2018 school year.

504 Case Manager	Deborah Tierney
504 Coordinator	Jessica Garcia
Accountability Officer/IDEA	Michael Neu
Accountability Officer/NCLB/ESSA	Keith Neuhs
Affirmative Action Officer	Jessica Garcia
AHERA Coordinator	Michael Angeloni
Anti-Bullying Coordinator	Deborah Tierney
Anti-Bullying Specialist	Jennifer Borusovic
Attendance Officer	Michael Neu
Asbestos Management Officer	Michael Angeloni
Chemical Hygiene Officer	Michael Angeloni
Civil Rights Officer	Keith Neuhs
Emergent Services	Warren Hills Health Center
HCS/Right to Know Contact	Michael Angeloni
Health and Safety Designee	Michael Angeloni
Indoor Air Quality Officer	Michael Angeloni
Liaison for Homeless Children	Jessica Garcia
Substance Awareness Coordinator	Jennifer Borusovic
Title 9 Compliance Office	Jessica Garcia

- i. To appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2017-2018 school year.
- j. To approve Maureen Miller, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- k. To approve the bid threshold at \$40,000 and quote threshold at \$6,000 as per 18A:18A-3.
- l. That Fulton Bank be used as depository of school funds.
- m. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President Signature stamp to be used in accordance with Board Policy.
- n. To establish a Petty Cash Fund in the amount of \$250.00 for the 2017-2018 school year and that checks for the Petty Cash Account, reimbursed by the Board, and checks for the school Student Activity, Cafeteria Account, Port Colden School House fund, Child Care Account, and JUCITF (SUI) Account be signed by the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy.
- o. That checks for the regular checking account be signed by the President or Vice-President, and the Board Secretary. Board President signature stamp to be used in accordance with Board Policy.
- p. That checks for the payroll and agency accounts be signed by the Board President or Vice-President in the absence of the President. Board President signature stamp to be used in accordance with Board Policy.
- q. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- r. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Agent.
- s. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Agent.
- t. To appoint Ameriflex, as the Flexible Spending Broker of Record.
- u. To designate The Star Gazette (primary) and The Express Times (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising.
- v. To approve the following 403b Plan Investor Providers for the 2017-2018 school year.

FTJ Fund Source	Security Benefit
Lincoln Investments	The Legend Group
Oppenheimer	Great American

- w. To approve the following 403b Plan Financial Advisors for the 2017-2018 school year.

Jefferey Febbo	Patrick O'Keefe
Stephen Frazer	Jonathan H. Peck

- x. To approve the following Disability Insurance Plans.

Prudential Insurance – Teachers, Administrators, Support Staff
Aetna Life Insurance – Administrators, Support Staff

- y. To authorize the Superintendent to dispose of property, per Policy 7300.
- z. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15<sup>th</sup> of the month or to secure a discount if paid within a certain time period and to adopt the 25<sup>th</sup> of the month to be the cutoff date for receiving bills for the payment of the next months' bills.
- aa. To designate the Superintendent to approve budget line item transfers between Board Meetings to be ratified by the Board at their next regular meeting as per N.J.S.A.18A:22-8.1.
- bb. To approve procurement of Goods and Services through State Agencies using the State Purchasing



- Contracts and Cooperative Bids (i.e., ESC of NJ, Hunterdon County) for the 2017-2018 school year.
- cc. To approve the Washington Township Pest Management Plan.
- dd. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.
- ee. To set the substitute rates for the 2017-2018 school year as listed, (these rates are the same as 2017-2018 school year).

- Teachers - \$ 80.00 – Daily Rate
  - \$ 90.00– After five [5] consecutive days in the same classroom, with the appropriate certification
  - \$100.00-After fifteen [15] consecutive days in the same classroom, with the appropriate certification
- Paraprofessional \$65.00 – Daily rate
- Nurse - \$100.00 – Daily Rate
  - \$115.00 – After 6-15 days (no more than 2 days interruption)
  - \$130.00 - After 16 days (no more than 2 days interruption)
- Clerical - \$10.00 per hour
- Custodian -\$10.50 per hour

- ff. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
- gg. To approve the following tuition rates for the 2017-2018 school year.

Pre-School/Kindergarten	\$15,394
Grades 1-5	\$18,198
Grade 6	\$16,832
MD	\$28,381
Pre-K Disability/part-time	\$20,912

- hh. To approve the Media List for the 2017-2018 school year.
- ii. To award the following contracts without competitive bidding as professional services, for the 2017-2018 school year, pursuant to N.J.S.A. 18A:18A-5a(1).

SERVICE	AWARDED TO
Applied Behavioral Analysis (ABA)	Bonnie Adamski
Architect	Gianforcaro, Architects/Engineers
Auditor	Anthony Ardito & Co., LLP
Board Attorney	Schwartz, Simon, Eldestein, Celso & Kessler, LLC
Non-Public Nursing Services	Lisa J. Marshall, RN
Occupational Therapy	Katherine Ferrara
Occupational Therapy	Leslie Williams-Wexler
Physical Therapy	Children’s Therapy Services
School Physician	Dr. Charles Evans III, MD

- jj. To approve the following resolution Eliminating the Position of Treasurer of School Moneys.

Whereas, Chapter 39, P.L. 2010 makes the position of treasurer of school moneys optional and Whereas, it is the wish of the Washington Township Board of Education to not appoint a treasurer of school moneys and Whereas, the School Business Administrator possesses the proper certifications and qualifications to assume the duties of the treasurer of school money  
 Now Therefore Be it Resolved by the Washington Township Board of Education, County of Warren, NJ, as follows:

1. The School Business Administrator shall receive and hold in trust all school moneys belonging to the district from whatever source derived free of any control by the governing body of the municipality.

2. The School Business Administrator shall direct the deposit of school moneys or such part thereof as may be designated in any bank of banking institution of this State designated by it as depository of school moneys.
3. The School Business Administrator shall be bonded in such amount and with such surety as the board shall direct.
4. The School Business Administrator shall keep a record of the sums received and paid out by him/her in accordance with the uniform system of bookkeeping prescribed by the State Board.
5. The School Business Administrator shall, upon ceasing to hold the office of School Business Administrator, pay over the balance of school funds remaining in his/her hands to his/her successor in office. The School Business Administrator shall comply with all provisions of the law.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Staff Member	Type of Travel/Workshop	Registration	Dates	Mileage	Parking	Toll	Lodging	Meals
Sarah Bettenhausen	The 2 Sisters Prof. Dev.	\$590.00	7/29 & 7/30,2017	30.1	0	0	0	0
Peggy Edmiston	STS North Meeting	0	5/5/2017	100.8	0	0	0	0
Peggy Edmiston	STS General Meeting	0	6/9/2017	109.0	0	0	0	0
Jean Flynn	CDK-Payroll/Acct. Workshop	0	5/8/2017	5.2	0	0	0	0
Jennifer Hikade	CDK – Payroll/Acct. Workshop	0	5/8/2017	5.2	0	0	0	0
John Hornyak	NASP Nationals (Archery)	\$70.00	5/11&5/12,2017	\$148.03 car rental + gas receipts	0	0	\$304.64	receipts
Maureen Miller	CDK-Personnel Workshop	0	5/9/2017	5.2	0	0	0	0

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the Marzano Teacher Evaluation Model for the 2017-2018 school year, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

**Personnel:** Karen Graf reported.

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to approve certified staff, administration, and support staff and salaries for the 2017-2018 school year, as listed on the attached sheets, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve paraprofessional appointments and hourly rates for the 2017-2018 school year (2016-2017 rates pending settlement of the paraprofessional negotiated contract), as listed on the attached sheet, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the following stipends for the 2017-2018 school year, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

AESOP/Sub Coordinator	\$2,000
Environmental Trip Coordinator	\$ 500
Environmental Trip Staff	\$ 225
Lead Custodian	\$2,000 (per school)
Publishing Company	\$4,000
Safety Patrol Coordinator	\$ 400
Teacher-In-Charge	\$1,000 (per school)

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to approve the termination of Employee #4243, notified on May 1, 2017, in accordance with the 14-day notice provision specified in their employment contract, as recommended by the Superintendent. RCV: Armstead, Morris, Schlaffer and Graf, all voting yes, motion carried.

**K. ADJOURNMENT**

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to adjourn.

MV: unanimous, motion carried.

Time: 9:06 p.m.

Respectfully submitted,

Jean Flynn Business Administrator/Board Secretary