

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, June 12, 2017

7:30 p.m.

Minutes of June 12, 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: Karen Graf, President, Joseph Armstead, Vice President, Jude Mohan, Kimberley Morris, Lauren Schlaffer (arrived at 8:03 p.m.) and Anita Smith.

Members absent: none

**B. PRESENTATIONS:**

- Artwork Presentation: Julia Flynn -Gr. 4, representing Brass Castle School and Averi Meissner – Gr. 3, representing Port Colden School.

**C. INTRODUCTION/INTERVIEWS**

Candidates for open board seat:

- Margaret Lyons
- Cheryl Noll

Motion by Anita Smith, seconded by Kimberley Morris, to approve the minutes of May 8, 2017, as presented. MV: Armstead, Mohan, Morris and Graf, all voting yes, Mohan and Smith abstained, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the executive session minutes of May 8, 2017, as presented. MV: Armstead, Mohan, Morris and Graf, all voting yes, Mohan and Smith abstained, motion carried.

**D. PUBLIC QUESTIONS AND DISCUSSION:** (agenda items) - NONE

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

**E. SECRETARY'S REPORT:**

Motion by Kimberley Morris, seconded by Jude Mohan, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending May 31, 2017, as presented. MV: Armstead, Mohan, Morris, Smith and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve the attached transfers, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Smith and Graf, all voting yes, motion carried.

Motion by, Anita Smith, seconded by Joseph Armstead, to approve the Bills List from June 1, 2017-June 12, 2017. MV: Armstead, Mohan, Morris, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Jude Mohan, to approve the Board Secretary’s and Cash Reports for the month ending May 31, 2017, as presented. RCV: Armstead, Mohan, Morris, Smith 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 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.

**F. SUPERINTENDENT’S REPORT**

Lauren Schlaffer arrived 8:03 p.m.

Motion by Jude Mohan, seconded by Kimberley Morris, to accept, with regret, the resignation of Dawn Harper, teacher, effective June 30, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to accept, with regret, the resignation of Tiffany Page, teacher, effective June 30, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Anita Smith, to accept, with regret, the resignation of Karen War, paraprofessional, effective June 30, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve a change in preparation classification, for Susan Maurer, from BA to BA+30, salary to be \$80,320, effective September 1, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	Karen Graf	Vacant Seat
Yes							
No							
Abstain							

Motion by Anita Smith, seconded by Jude Mohan, to approve a change in preparation classification, for Rebecca Whalen, from BA to BA+15, salary to be \$52,070, effective September 1, 2017, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to amend Amy Beth Kupcha's salary for the 2017-2018 school year, from \$78,315 to \$79,620, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to amend Antoinette Standish's hourly rate for the 2017-2018 ESY program, from \$12.30 to \$14.80, (2016-2017 rate pending negotiations), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to approve Zaida Amon, as a full time Custodian, salary to be \$28,600 (rate \$13.75), effective June 16, 2017, (completion of black seal license required for continuation of employment), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Jude Mohan, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities and Transportation Supervisor's contract for the 2017-2018 school year, as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Jude Mohan, to approve the following substitute custodians for the 2016-2017 school year and summer and the 2017-2018 school year (upon completion of employment requirements), (hours not to exceed 30 hours per week), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>NAME</b>	<b>RATE</b>
Alyssa Groff	\$10.50/hr.
Randy Henson (black seal certification)	\$12.00/hr.
Debbie Symonds	\$10.50/hr.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the following personnel for 2017 summer custodian work, at summer hourly rate listed below, (hours not to exceed 30 hours per week), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Matthew Cooper	\$10.00/hr.
Nichole Sorge	\$10.00/hr.

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

Staff Member	Type of Travel/ Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Jennifer Borusovic	DCF - Community Resource Open House	0	5/24/2017	8	0	0	0	0
Erin Karl	DCF - Community Resource Open House	0	5/24/17	8	0	0	0	0

Motion by Jude Mohan, seconded by Anita Smith, to approve a Memorandum of Agreement, between Warren County Special Services School District (WCSSSD) and Washington Township School District to provide an LDTC for the 2017-2018 school year, in the amount of \$53,280, including a 6% administrative fee, effective September 1, 2017 through June 30, 2018, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to enter into an interlocal service agreement with the Township of Washington for School Resource Officer (SRO) service, for the 2017-2018 school year, in the amount of \$52,556, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve PL2015, (attachment 10), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contract previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

Motion by Anita Smith, seconded by Joseph Armstead, to place the following additional 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, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

### **ESY STUDENTS 2017**

ID #17-05, 17-22, 17-23, 17-24

#### **G. PRINCIPALS' REPORT**

#### **H. TECHNOLOGY REPORT**

#### **I. CORRESPONDENCE:**

- Letter from Dawn Harper
- Letter Margaret Lyons
- Letter from Cheryl Noll
- Letter from Tiffany Page
- Letter from Karen War

**J. COMMITTEE MEETINGS:**

**Education: None**

**Facilities:**

Motion by Kimberley Morris, seconded by Jude Mohan, to accept the 2017-2018 Request for Proposal (RFP) for Food Service Management, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<u>Maschio’s Food Services, Inc.</u>
Yearly Management Fee	\$ 8,989
Projected Profit/(Loss)	\$12,380
Guarantees	“No-Cost” Operation

Motion by Anita Smith, seconded by Jude Mohan, to award the food service management contract to Maschio’s Food Services, Inc., as our Food Service Management Company for the 2017-2018 School Year, for a yearly management fee of \$8,989 and a no cost guarantee, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	Joseph Armstead	Jude Mohan	Kimberley Morris	Lauren Schlaffer	Anita Smith	Karen Graf	Vacant Seat
Yes							
No							
Abstain							

Motion by Joseph Armstead, seconded by Jude Mohan, to set the school lunch prices for 2017-2018 school year, as recommended by the Superintendent, RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<u>2017-2018</u>	<u>2016-2017</u>
Student Lunch	\$2.85	\$2.75
Extra Entrée w/lunch	2.00	2.00
Student Entrée Only	2.25	2.15
Milk	.60	.60
Adult Lunch	3.50	3.50
Adult Entrée Only	2.90	2.90
Reduced	.40	.40
Student Breakfast	1.50	N/A
Adult Breakfast	2.00	N/A

Motion by Lauren Schlaffer, seconded by Jude Mohan, to accept the following bids, for the Fire Alarm Upgrades at the Brass Castle/Port Colden Schools, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Power with Prestige</b>	<b>Signal Electric</b>	<b>HAIG</b>
Base Bid	\$184,400	\$137,000	\$140,000
Alt. #1	\$118,400	\$105,000	\$114,000

Motion by Jude Mohan, seconded by Anita Smith, to award the Fire Alarm Upgrades at the Brass Castle/Port Colden Schools, in the amount of \$137,000 (base bid) and \$105,000 (alt.#1), total of \$242,000, to Signal Electric, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to accept the quotes for 2017-2018 Special Education Transportation, as recommended by the Superintendent, RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>SNYDER BUS</b>	<b>BUS 17</b>	<b>BUS 17A</b>
Route Cost	\$75.00/diem	\$70.00/diem
Aide Cost	\$35.00/diem	\$30.00/diem
Total Cost	\$110.00/diem	\$100.00/diem
Adjustment Cost	\$0.99 per mile	\$0.99 per mile
<b>GST</b>	<b>BUS 17</b>	<b>BUS 17A</b>
Route Cost	\$79.50/diem	\$82.00/diem
Aide Cost	\$25.00/diem	\$25.00/diem
Total Cost	\$104.50/diem	\$107.00/diem
Adjustment Cost	\$1.00 per mile	\$1.00 per mile
<b>FIRST STUDENT</b>	No Quote	No Quote

Motion by Kimberley Morris, seconded by Jude Mohan, to award the contract for the 2017-2018 Special Education Transportation, as follows, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>GST</b>	<b>BUS 17</b>
Route Cost	\$79.50/diem
Aide Cost	\$25.00/diem
Total Cost	\$104.50/diem
Adjustment Cost	\$1.00 per mile

<b>SNYDER BUS</b>	<b>BUS 17A</b>
Route Cost	\$70.00/diem
Aide Cost	\$30.00/diem
Total Cost	\$100.00/diem
Adjustment Cost	\$0.99 per mile

Motion by Anita Smith, seconded by Jude Mohan, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2017 – June 30, 2018 for the sum of \$102,852, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jude Mohan, to authorize the Business Administrator to establish a reserve account for encumbrances for all 2016-2017 purchase orders which have been encumbered but not received by June 30, 2017. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Washington Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve and Maintenance Reserve accounts at year end, and

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$300,000 into the Capital Reserve Account.

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$300,000 into the Maintenance Reserve Account.

**NOW THEREFORE BE IT RESOLVED** by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**Finance & Policy:**

**Personnel Committee:**

Motion by Anita Smith, seconded by Joseph Armstead, to authorize the Superintendent to hire personnel during summer months upon verbal approval from the board of education president and chairperson of the personnel committee. The motion for approval of personnel will be brought to the board at the next scheduled board meeting. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**K. 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.)

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

Motion by Anita Smith, seconded by Jude Mohan, 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 the nature of Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy, Collective bargaining agreements, Pending or anticipated litigation, Attorney-client privilege and Personnel – employment matters affecting a specific prospective or current employee/Superintendent Evaluation. 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 of HIB incidents.

MV: unanimous, motion carried

Time: 8:35 p.m.

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

MV: unanimous, motion carried

Time: 9:20 p.m.

Motion by Jude Mohan, seconded by Joseph Armstead, to accept HIB incidents BC051717 and BC052517, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith to appoint Cheryl Noll, as a Board Member at the July 10, 2017 board of education meeting. MV: all voting yes, motion carried.

#### **M. ADJOURNMENT**

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

MV: unanimous, motion carried.

Time: 9:25 p.m.

Respectfully submitted,

Jean Flynn Business Administrator/Board Secretary