

# WASHINGTON TOWNSHIP BOARD OF EDUCATION

## REGULAR MEETING

**Monday, December 11, 2017**

**7:30 P.M.**

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Minutes of December 11, 2017

Call to order by President.

Time: 7:31p.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, Vice President, Jude Mohan, Kimberley Morris , Cheryl Noll, Lauren Schlaffer, Anita Smith and Karen Graf, President

Members absent: None

Flag Salute

### **B. RECOGNITION:**

- Karen Graf, Board President- Recognition of Jude Mohan's Service on the Board of Education

### **C. INTRODUCTION/INTERVIEWS**

Candidates for open board seats:

- Christine Graham
- Casey Grimm
- Lauren Schlaffer

Motion by Anita Smith, seconded by Joseph Armstead, to approve the minutes of November 13, 2017, as presented. MV: all voting yes, Noll and Schlaffer abstained, motion carried.

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve the executive session minutes of November 13, 2017, as presented. MV: all voting yes, Noll and Schlaffer abstained, motion carried.

### **D. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items) - NONE**

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

## E. SECRETARY'S REPORT

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports, as presented. MV: all voting yes, motion carried.

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

Motion by Jude Mohan, seconded by Anita Smith, to approve the Bills List for December 2017. MV: all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Anita Smith, to approve the Board Secretary's and Cash Reports for the month ending November 30, 2017, as presented. Armstead, Mohan, Morris, Noll, Schlaffer, 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 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.

## F. SUPERINTENDENT'S REPORT

Motion by Anita Smith, seconded by Joseph Armstead, to approve the following substitutes for the 2017-2018 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Teacher/Aide: Sarah Bowbliss and Margaret Flynn

Motion by Joseph Armstead, seconded by Kimberley Morris, to approve Sara Carlstrom, as a volunteer in the school offices, as needed, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

| Staff Member   | Type of Travel/Workshop | Registration Fee | Dates     | Mileage RT | Parking | Tolls | Lodging Costs | Meals |
|----------------|-------------------------|------------------|-----------|------------|---------|-------|---------------|-------|
| Peggy Edmiston | STS Annual Meeting      | 0                | 12/8/2017 | 109 RT     | -       | -     | -             | -     |

|   |   |   |          |       |   |   |   |   |
|---|---|---|----------|-------|---|---|---|---|
| Kelly Carney, Kara Cruets, Colleen Starke & Michael Neu | Green Hills School Visit Makerspace, STEM | 0 | 12/14/17 | 22 RT | - | - | - | - |
|---|---|---|----------|-------|---|---|---|---|

Motion by Kimberley Morris, seconded by Cheryl Noll, to accept an additional ExxonMobil Foundation Volunteer Grant, in the amount of \$1,000, awarded to the Washington Township Board of Education, in recognition of volunteer hours by Fred Graf, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### **G. PRINCIPAL'S REPORT**

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

Motion by Jude Mohan, seconded by Cheryl Noll, to approve the following resolution, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### **RESOLUTION**

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized that support for the public schools, both financial and philosophical, was necessary to the maintenance of educational programs and,

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized a need to improve cooperative efforts with business industry and municipal government and,

WHEREAS, The Skyland Education Foundation, Inc. was formed in January 1992 to meet these needs of member school districts and,

WHEREAS, THE Board of Education of Washington Township Board of Education agreed to support the Skyland Education Foundation by adopting the constitution by-laws of the organization and committed a sum of \$3.00 per resident student for organizational costs and,

WHEREAS, It is now necessary to dissolve the Skyland Education Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation and,

WHEREAS, The assets of the Corporation shall be distributed to the member school districts in proportion to the resident enrollment at the time the Corporation was formed and,

NOW THEREFORE BE IT RESOLVED, That the Board of Education of Washington Township supports the dissolution of the Skyland Education Foundation and

NOW THEREFORE BE IT FINALLY RESOLVED, That the Board of Education of Washington Township requests that their proportionate share of the assets of the Skyland Education Foundation be returned to the Board of Education.

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

- Letter from Casey Grimm
- Letter from Christine Graham
- Letter from Lauren Schlaffer
- Letter from Kimberley Harrington, Commissioner- State of New Jersey Department of Education
- Letter from Blairstown Township School District
- Thank You Notes from Washington Township Staff to the Board of Education

## J. COMMITTEE REPORTS

### Education:

### Facilities:

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

#### Q-2<sup>nd</sup> Grade – Franklin Institute, Philadelphia PA

|                               |                   |                 |
|-------------------------------|-------------------|-----------------|
| Panorama Tours (49 passenger) | 2 buses @ \$1,045 | Total = \$2,090 |
| Easton Coach (47 passenger)   | 2 buses @ \$1,250 | Total = \$2,500 |
| Martz Group (56 passenger)    | 2 buses @ \$975   | Total = \$1,950 |

Motion by Joseph Armstead, seconded by Kimberley Morris, to award the contract for Q-2<sup>nd</sup> Grade Class trip, Franklin Institute, Philadelphia PA, as follows, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

|                            |                 |                 |
|----------------------------|-----------------|-----------------|
| Martz Group (56 passenger) | 2 buses @ \$975 | Total - \$1,950 |
|----------------------------|-----------------|-----------------|

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

#### Q-6<sup>th</sup> Grade – Minskoff Theatre, New York, NY

|                            |                      |               |
|----------------------------|----------------------|---------------|
| Martz Group (56 passenger) | 3 buses @ \$1,206.67 | Total \$3,620 |
| Easton Coach               | No Quote             |               |
| Panorama Tours             | No Quote             |               |

Motion by Lauren Schlaffer, seconded by Jude Mohan, to award the contract for Q-6<sup>th</sup> Grade Class trip, Minskoff Theatre, New York, NY, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

|                            |                    |                |
|----------------------------|--------------------|----------------|
| Martz Group (56 passenger) | 3 buses @ 1,206.67 | Total - \$3620 |
|----------------------------|--------------------|----------------|

Motion by Jude Mohan, seconded by Anita Smith, to accept the following paving quotes at Brass Castle School, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

|                           | B. Pfenniger Paving (full removal & replacement) | Laymans Contracting, Inc. (full removal & replacement) | J Pips (cover over existing) |
|---------------------------|--|--|------------------------------|
| Area #1 (Front)           | \$22,060.00                                      | \$50,540.00  | \$13,495.00                  |
| Area #2 (Behind Building) | \$12,810.00                                      | \$36,600.00  | \$10,495.00                  |
| Total                     | \$34,870.00                                      | \$87,140.00  | \$23,990.00                  |

Motion by Cheryl Noll, seconded by Anita Smith, to award the Brass Castle paving work to B. Pfenniger for the following areas, as recommended by the Superintendent, RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

|                           |             |
|---------------------------|-------------|
| Area #1 (Front)           | \$22,060.00 |
| Area #2 (Behind Building) | \$12,810.00 |
| Total                     | \$34,870.00 |

Motion by Anita Smith, seconded by Cheryl Noll, to approve the contract with Craftmaster Hardware, to replace Brass Castle School door locks (80 interior and exterior doors) NJ-Contract #A87238, pricing totaling \$13,248.85, as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### **Finance & Policy Committee:**

Motion by Joseph Armstead, seconded by Anita Smith, to approve the submission of the 2018 IDEA Amendment 1 (Amendment 1 is to carry-over 2016-2017 unused funds – these unspent funds total \$17,915. \$8,691 being carryover to Public and \$9,224 to Non Public), as recommended by the Superintendent. RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the 2<sup>nd</sup> reading and adoption of the following Bylaws, as recommended by the Superintendent, RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- 0110 Identification
- 0120 Authority and Powers
- 0131 Bylaws and Policies
- 0132 Executive Authority
- 0133 Adjudication of Disputes
- 0134 Board Self Evaluation
- 0141 Board Members Number and Term (Revised)
- 0142 Board Members Qualifications, Prohibited Acts and Code of Ethics

Motion by Lauren Schlaffer, seconded by Jude Mohan, to approve the 1st reading (review) of the following Bylaws, as recommended by the Superintendent, RCV: Armstead, Mohan, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- 0142.1 Nepotism
- 0143 Board Member Election and Appointment (Revised)
- 0144 Board Member Orientation and Training
- 0145 Board Member Resignation and Removal
- 0146 Board Member Authority
- 0147 Board Member Travel Expenses
- 0147A Appendix A – Board member Travel Expenses
- 0148 Board Member Indemnification
- 0151 Organization Meeting
- 0152 Board Officers

- 0153 Annual Appointments
- 0154 Annual Motions and Designations
- 0155 Board Committees

**Personnel:**

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

**L. EXECUTIVE SESSION** - if required as indicated in items b below.

Motion by Jude Mohan, seconded by Cheryl Noll, 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 Individual Privacy. 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: 8:49 p.m.

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

MV: unanimous, motion carried Time: 9:33 p.m.

Motion by Anita Smith, seconded by Joseph Armstead, to appoint Casey Grimm, as a three-year term, Board Member, at the January 3, 2018, board of education meeting. MV: all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to appoint Lauren Schlaffer, as a one-year term, Board Member, at the January 3, 2018, board of education meeting. MV: all voting yes, motion carried.

Motion by Jude Mohan, seconded by Anita Smith, to adjourn.

MV: all voting yes, motion carried

Time: 9:35 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary