

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, February 12, 2018

7:30 p.m.

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Minutes of February 12, 2018

Call to order by President.

Time: 7:35p.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 12, 2018, to The Star Gazette and to the Clerk of Washington Township.

Flag Salute

Members in attendance: Joseph Armstead, Cheryl Noll, Vice President, Lauren Schlaffer, Anita Smith and Karen Graf, President

Members absent: Casey Grimm and Kimberley Morris

Motion by Cheryl Noll, seconded by Anita Smith, to approve the minutes of January 3, 2018, as presented. MV: all voting yes, motion carried.

**B. PUBLIC QUESTIONS & DISCUSSIONS** (Agenda Items)

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

**C. 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 December 31, 2017, as presented. MV: all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the Board Secretary and Cash Reports for the month ending December 31, 2017, as presented. RCV: Armstead, 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.

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

Motion by Anita Smith, seconded by Joseph Armstead, to approve the Bills List for January and February 2018. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schaffer, to award the contract with E-Rate Partners, LLC to provide E-Rate services for Funding Year 2018 (July 1, 2018-June 30, 2019) not to exceed the amount of \$1,600, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### **D. SUPERINTENDENT'S REPORT**

Motion by Anita Smith, seconded by Lauren Schaffer, to accept, with regret, the resignation for retirement of Colleen Mattei, Paraprofessional, effective January 31, 2018, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve Denise Dicksen, part-time Paraprofessional, Step 1, for the 2017-2018 school year, upon completion of employment requirements, salary to be at an hourly rate of \$12,50, not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Anita Smith, to approve Kristina Navarro, part-time Paraprofessional, Step 1, for the 2017-2018 school year, upon completion of employment requirements, salary to be at an hourly rate of \$12.50, not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve Ann Marie Schulte, part-time Paraprofessional, Step 1, for the 2017-2018 school year, upon completion of employment requirements, salary to be at an hourly rate of \$12.50, not to exceed, 30 hours per week, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

- Teacher/Paraprofessional: Stephanie Mathews and Cynthia Wassmuth

Motion by Anita Smith, seconded by Joseph Armstead, to approve the following Club Advisors, as recommended by the Superintendent, RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

| <b>BRASS CASTLE SCHOOL</b>   |                |                     |                      |             |                          |
|------------------------------|----------------|---------------------|----------------------|-------------|--------------------------|
| <b>Club</b>                  | <b>Advisor</b> | <b>Grade Levels</b> | <b># of Sessions</b> | <b>Rate</b> | <b>Length of Session</b> |
| Kindergarten Reading Rockets | Courtney Dunn  | K                   | 4                    | \$27.00     | 1 hr.                    |
| Super Spheros (coding)       | Michele Cooper | 2                   | 7                    | \$27.00     | 1 hr.                    |

Motion by Lauren Schlaffer, seconded by Anita Smith, to approve Alexandra Pierson, a student at Warren County Community College to observe in Samantha Richards' MD classroom, at Brass Castle School, as a student teacher for 5 hours, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve Lauren Pillegra, a student at Warren County Community College to observe in Pam Casserly's classroom, at Brass Castle School (teacher TBD), as a student teacher for 20 hours, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the operation of an Extended School Year Program on June 27, 28, 29, July 2, & 3 (no ESY 4, 5,6) and July 9-27, 2018, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Anita Smith, to approve the Washington Township Summer Recreation program, to operate at Brass Castle School on July 9 -27, 2018, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Anita Smith, to approve the following field trips for the 2017-2018 school year, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

(All students will be transported in school buses unless the destination is New York City, Philadelphia or beyond 50 miles or otherwise noted. Parents/guardians are responsible for all fees and transportation costs).

| Grade | Date             | Destination                      |
|-------|------------------|----------------------------------|
| 5/6   | February 8, 2018 | Oxford Middle School - Archery   |
| K     | May 4, 2018      | Turtle Back Zoo, West Orange, NJ |

Motion by Anita Smith, seconded by Joseph Armstead, to approve the following Resolution/Waiver of Requirements, Special Education Medicaid Initiative (SEMI) Program, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-19 school year, and;

Whereas, the Washington Twp. Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty (40) allowable Medicaid eligible classified students for the 2018-19 budget year.

Now Therefore Be It Resolved, that the Washington Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent Schools in the County of Warren an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2018-19 school year.

Motion by Lauren Schlaffer, seconded by Anita Smith, to request approval from the Warren County Office of Education to establish an Elementary Multiply Disabled (MD), self-contained classroom at Brass Castle School as per the New Jersey State Department of Education, and in accordance with New Jersey Administrative Code (N.J.A.C.) 6A:14, Special Education and N.J.A.C. 6A:26, Educational Facilities, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the transfer of \$20,000 from the Childcare Enterprise Fund, to offset the cost of purchasing cafeteria tables for Port Colden and Brass Castle Schools, where before and aftercare is held daily, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Joseph Armstead, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV: Armstead, 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 |
|--|---|------------------|-------------------|------------|---------|-------|---------------|-------|
| Kelly Carney,<br>Heidi Kaiven,<br>Michele Mahon,<br>Michael Neu,<br>Colleen Starke | Lighthouse School District Presentation, Middlesex County College | 0                | 1/31/18           | 96         | 0       | 0     | 0             | 0     |
| Janine Barzdines   | NJSSNA Spring Conference  | \$224.00         | 3/16 & 3/17, 2018 | 100        | 0       | 0     | 0             | 0     |
| Peggy Edmiston   | School Transportation Supervisors (STS ) Annual Conference        | \$325.00         | 3/30 & 3/31/17    | 292        | 0       | 10.00 | \$80.00       | 0     |
| Peggy Edmiston   | Situational Awareness & Considerations of School Bus Operators    | 0                | 1/16/2018         | 0          | 0       | 0     | 0             | 0     |
| Yvette Shangold  | NJSSNA Spring Conference  | \$199.00         | 3/17/2018         | 71.4       | 0       | 0     | 0             | 0     |

Motion by Anita Smith, seconded by Joseph Armstead, to approve the application for the Child Assault Prevention (CAP) Grant, for the 2018-2019 school year, in the amount of \$1,116.00 (with an anticipated WTSD share of program of \$334.80), as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Anita Smith, to approve rescheduling the March 12, 2018 Board of Education meeting to March 19, 2018, to accommodate the delayed release of state aid figures. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Anita Smith, to approve rescheduling the September 10, 2018 Board of Education meeting to September 17, 2018, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

- Teacher/Paraprofessional – Tina Segreaves

Motion by Anita Smith, seconded by Joseph Armstead, to approve RK Occupational & Environmental Analysis, Inc. to prepare a Request for Quote (RFQ) for specifications, monitor air quality during removal and submit a final report for removal of asbestos ceiling, floor tiles and pipe insulation for 4 classrooms and basement floor tile at Port Colden School, at an estimate cost of \$18,000, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### **E. PRINCIPAL'S REPORT**

#### **F. TECHNOLOGY REPORT**

#### **G. CORRESPONDENCE**

- Letter from Colleen Mattei

#### **H. COMMITTEE REPORTS**

##### **Education:**

##### **Facilities:**

Motion by Anita Smith, seconded by Joseph Armstead, to approve the removal and replacement of the Brass Castle front office and small office carpeting, under NJ State approved co-op #65MCESCCPS MRESC#14/15-79, for the total cost of \$4,729.40, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Joseph Armstead, seconded by Lauren Schlaffer, to approve the participation in the NJ Clean Energy Program for Port Colden School in the Direct Install Program including LED Lighting and 2 roof top replacements units, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

|                    |  |
|--------------------|--|
| Total Measure Cost | - \$50,371.90  |
| Program Incentive  | - \$35,260.33  |
| District Cost      | - \$15,111.57 (\$6,357.00 Capital/ \$8,754.57 Maintenance) |

Motion by Joseph Armstead, seconded by Anita Smith, to approve the participation in the NJ Clean Energy Program for Brass Castle School in the Direct Install Program including LED Lighting, 3 roof top replacements, upgrade refrigeration and 1 boiler replacement, pending final assessment of the brand of boiler the program wishes to install, costs not to exceed the following for the program (additional costs to the district include replacing controls to the new HVAC and boilers), as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

|                    |   |
|--------------------|---|
| Total Measure Cost | - \$238,434.44  |
| Program Incentive  | - \$125,000.00  |
| District Cost      | - \$113,434.44 (\$90,107.56 Capital/ \$23,326.88 Maintenance) |

Motion by Joseph Armstead, seconded by Anita Smith, to adopt the following Resolution to Withdraw Capital Reserve, as follows, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

WHEREAS, NJSA 6A:23A-14.1(h) permits a Board of Education to withdraw such funds from the

Capital Reserve account and appropriate into the required capital account lines at budget time or any time during the year for use on required capital activities for a school facility as reported in the Long Range Facility Plan, pursuant to N.J.A.C. 6A:206A.1.

WHEREAS, the Washington Township Board of Education authorizes procedures, under the authority of the Commission of Education, which permit a board of education to withdraw funds from a district's Capital Reserve Account and appropriate said funds into the required capital account line for the following:

\$6,357.00 Port Colden Direct Install Program (2 Roof Top Replacement Units)  
 \$90,108.00 Brass Castle Direct Install Program (3 Roof Top Replacement Units/1 Boiler)

WHEREAS, according to 6A:23A-14.1 (k), the Washington Township Board of Education shall restore any unexpended capital outlay appropriations, up to the amount of capital reserve account funds withdrawn, to the capital reserve account.

Motion by Joseph Armstead, seconded by Anita Smith, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommend by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

WHEREAS, N.J.S.A. 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget times or any time during the year for use on required maintenance activities for school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A26A-4.

WHEREAS, the aforementioned statues authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$ 13,250 Brass Castle Locks  
 \$ 4,870 Brass Castle Paving (amount over budget)  
 \$ 4,730 Brass Castle front office and small office Carpet replacement  
 \$ 8,755 Port Colden Direct Install Program (LED Lighting)  
 \$ 23,327 Brass Castle Direct Install Program (LED Lighting/Refrigeration Upgrade)

WHEREAS, according to 6A:23A-14.2E, the Washington Township Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

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

Motion by Joseph Armstead, seconded by Anita Smith, to approve the 1st reading of the following Bylaws, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- 0157 Board of Education Website
- 0161 Call, Adjournment and Cancellation

- 0162 Notice of Board Meetings
- 0163 Quorum
- 0164 Conduct of Board Meetings
- 0165 Voting
- 0166 Executive Sessions
- 0167 Public Participation in Board Meetings

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

#### 1110 – Organizational Chart

Motion by Anita Smith, seconded by Joseph Armstead, to approve the 1<sup>st</sup> reading of the following policies (Alert 214), as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- P 0169.02 Board Member Use of Social Networks (New)
- P 3437 Military Leave (Revised)
- P 4437 Military Leave (Revised)
- P 5516.01 Student Tracking Devices (New)
- R 7101 Educational Adequacy of Capital Projects (Revised)
- P 7425 Lead Testing of Water in Schools (New)
- P & R 7440 School District Security (M) (Revised)
- P & R 7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)
- P 8507 Breakfast Offer Versus Serve (OVS) (M) (Revised)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)
- P 9242 Use of Electronic Signatures (New)

Motion by Joseph Armstead, seconded by Anita Smith, to approve the 1<sup>st</sup> reading of the Certified Staff Sick Bank Policy, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### Personnel:

#### I. 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.)

Pam Casserly asked about Policy 5516.01, Student Tracking Device.

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

36. Motion by Anita Smith, 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. Anticipated HIB incident.

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 Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy, Pending or anticipated litigation and Attorney-client privilege. 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 incidents.

MV: unanimous, motion carried                      Time: 8:37 p.m.

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

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

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to accept HIB incident BC12417, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Joseph Armstead, to accept HIB incident BC012918, as recommended by the Superintendent. RCV: Armstead, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

#### **K. ADJOURNMENT**

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

MV: unanimous, motion carried                      Time: 8:47 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary