

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, April 30, 2018

7:30 p.m.

---

Minutes of April 30, 2018

Call to order by President.

Time: 7:31 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 12, 2018, to The Star Gazette and to the Clerk of Washington Township.

Flag Salute

Members in attendance: Casey Grimm, Kimberley Morris, Cheryl Noll, Vice President, Lauren Schlaffer, Anita Smith and Karen Graf, President

Members absent: Joseph Armstead

Motion by Cheryl Noll, seconded by Anita Smith, to approve the minutes of March 19, 2018 as presented. MV: all voting yes, motion carried.

Motion by Anita Smith, seconded by Cheryl Noll, to approve the 1<sup>st</sup> executive session minutes of March 19, 2018, as presented. MV: all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the 2<sup>nd</sup> executive session minutes of March 19, 2018, as presented. MV: all voting yes, motion carried.

**B. PRESENTATION:** - Teacher of the Year Recognition – Keith Neuhs, Superintendent, Jessica Garcia, Brass Castle School Principal and Michael Neu, Port Colden School Principal.

- Kathleen Giuliano
- Nicholas Rizzo

**C. PUBLIC HEARING** – Presented by Keith Neuhs, Superintendent.

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

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to adopt the proposed budget of the Washington Township Board of Education for the 2018-2019 school year as follows: RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

The base budget includes the use of \$17,642 Banked Cap to fund an additional School Resource Officer and \$15,457 in emergency aid for Maintenance Projects.

General Fund	\$8,962, 441
Special Revenue Fund	\$ 233,600

Total Base Budget	\$ 9,196,041
General Fund Tax Levy	\$6,218,548

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to requisition the 2018-2019 Tax Levy according to the following schedule: RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

<u>2018-2019 Tax Levy</u>	<u>General Fund</u>
July 1, 2018	\$518,216
August 1, 2018	\$518,212
September 1, 2018	\$518,212
October 1, 2018	\$518,212
November 1, 2018	\$518,212
December 1, 2018	\$518,212
January 1, 2019	\$518,212
February 1, 2019	\$518,212
March 1, 2019	\$518,212
April 1, 2019	\$518,212
May 1, 2019	\$518,212
June 1, 2019	\$518,212
Total	<u>\$ 6,218,548</u>

**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 Casey Grimm, seconded by Cheryl Noll, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending March 31, 2018, as presented. MV: all voting yes, motion carried.

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

Motion by Anita Smith, seconded by Kimberley Morris, to approve the Bills List for April 2018, MV: all voting yes, motion carried.

Motion by Casey Grimm, seconded by Cheryl Noll, to approve the Board Secretary’s and Cash Reports for the month ending March 31, 2018, as presented. RCV: Grimm, 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 Cheryl Noll, seconded by Anita Smith, to accept, with regret, the resignation of Deborah Polhemus, Teacher, for the purpose of retirement, effective June 30, 2018, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to accept, with regret, the resignation of Courtney Dunn, Teacher, effective June 30, 2018, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve Home Instruction for student #12520326, instruction provided by Laura Hawk and Anissa Mikitiuk (shared) not to exceed 10 hours per week, at a rate of \$30.00 per hour, effective March 8, 2018, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Anita Smith, to approve Brian Rozanski, a student at Centenary University, to observe as a student teacher for 20 hour in Mrs. Penner's classroom, at Brass Castle School, in the spring of 2018, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Cheryl Noll, to approve the following Club Advisor, as recommended by the Superintendent, RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

PORT COLDEN SCHOOL					
Club	Advisor	Grade Levels	# of Sessions	Rate	Length of Session
Running Club	Colleen Starke	3	7	\$27.00	1 hr.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the increase of \$1.25 per hour for Zaida Amon, Custodian, for successful completion of a Black Seal License, effective April 2, 2018, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Kimberley Morris, to approve the out-of-district In-Service Experiences, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Staff Member	Type of Travel/Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Meals
Genevieve Williams	NJABA Conference	\$250.00	3/23/2018	0	0	0	0
Melina Ramos	Situational Awareness School Bus	0	4/3/2018	0	0	0	0
Genevieve Williams	Lehigh University- Annual Autism Workshop	\$85.00	4/20/2018	0	0	0	0
Maureen Miller	HWASBO-DCRP Meeting	\$25.00	4/25/2018	0	0	0	0
Jennifer Hikade	CDK Accounting Workshop	0	5/2/2018	0	0	0	0
Maureen Miller	CDK Personnel Workshop	0	5/1/2018	0	0	0	0
Stephen Scism	NASP Nationals (Archery)	\$70.00	5/10-5/11,2018	\$160.00 car rental + gas receipts	0	receipts	receipts

Motion by Cheryl Noll, seconded by Anita Smith, to place the following classified students in the Washington Township Extended School Year Program, Brass Castle School, June 27-July 27, 2018 (no ESY July 4,5,6), 8:30-12:30 p.m. as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

### 2018 ESY STUDENTS

Thirty-four students recommended for the 2018 ESY June 27-July 27, 2018, (no ESY July 4, 5, 6) 8:30-12:30, Brass Castle School.

ID # - 13354231, 13544188, 13835150, 13202173, 12020, 12688493, 13466836,  
12690786, 13416005, 12999629, 1365988, 12546120, 12701086, 13368656,  
12783616, 13386251, 13391131, 13635882, 13381956, 13065720, 12778970,  
13676871, 13175068, 13625982, 13106377, 13607965, 13425892, 13658973,  
13873601, 13676892, 13657870, 13380320, 13689716, 13058690

Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the following personnel for the 2018-2019 Extended School Year Program June 27-July 27, 2018 (no ESY July 4,5,6), 8:30-12:30 pm as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

<u>Staff Member</u>	<u>Position</u>	<u>Rate</u>	
Kara Cruts	Teacher	\$38.13	
Sue Graham	Teacher	\$38.13	
Joanne Mitch	Teacher	\$38.13	
Ruth O’Cone	Teacher	\$38.13	
Joan Pare	Teacher	\$38.13	
Nicole Smith	Teacher	\$38.13	
Rebecca Whalen	Teacher	\$38.13	
Genevieve Williams	Teacher	\$38.13	
Jesse Wyke	Teacher	\$38.13	
Janine Barzdines	Nurse	\$38.13	
Dana Roberts	Nurse	\$38.13	
Kelly Carney	Substitute	\$38.13	
Melanie Plenge	Substitute	TBD	
Bonnie Adamski	Home Therapist	\$50.00	
Katherine Ferrara	Occupational Therapy	\$73.00	
Children’s Therapy Services	Physical Therapy	\$99.30	
		<u>Rate</u>	<u>Rate</u>
		<u>2017-18</u>	<u>2018-2019</u>
Debbie Corrado ABA Level II	Paraprofessional	\$20.00	\$20.50
Jodie Frankle ABA Level II	Paraprofessional	\$18.95	\$19.45
Nancy Krukowski	Paraprofessional	\$17.55	\$17.80
Sheridan Mecca ABA Level I	Paraprofessional	\$15.90	\$16.35
Colleen Morea ABA Level II	Paraprofessional	\$21.55	\$21.80
Kristin Navarro	Paraprofessional	\$12.50	\$12.70

Barbara Pierson ABA Level II	Paraprofessional	\$17.90	\$18.35
Renee Seiz ABA Level I	Paraprofessional	\$19.55	\$19.80
Toni Ann Smith ABA Level II	Paraprofessional	\$16.60	\$17.00

Motion by Anita Smith, seconded by Cheryl Noll, to approve summer hours for the following staff to service students who transfer in the district from July 1, 2018-August 31, 2018, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion 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
WCSSSD, LTD/C	-	not to exceed 5 days

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

### Employment Search Engine Resolution

**WHEREAS**, the solicitation of employment applications for public administrators, teachers, and support staff is most effectively addressed through internet-based services, and

**WHEREAS**, the internet has experienced a large influx of vendors seeking to provide such services, and

**WHEREAS**, the effectiveness of the employment search process for public schools is diminished by the dispersal of postings over a wide array of sites, rather than one centralized, employment-posting location, and

**WHEREAS**, both applicants and school districts would benefit from the establishment of a single, centralized, cost-effective, employment-posting location, and

**WHEREAS**, the New Jersey School Board Association maintains the most effective network of school districts in the State of New Jersey,

**THEREFORE**, the Washington Township Board of Education (Warren County) petitions the New Jersey School Board Association to establish a centralized, employment-posting website for public schools in the State of New Jersey, with the following conditions/ recommendations:

- All school districts will be requested to begin utilizing the site, exclusively, effective with a date established by NJSBA (recommended to start in January of the year selected, to be fully functional prior to the main school hiring season).
- Promotional pieces will be sent to New Jersey colleges and universities, as well as colleges and universities in close proximity to New Jersey, but in neighboring states. Promotional pieces will also be sent, via email, to all of the member school districts.
- As a motivation to utilize the site and to simplify billing, an initial increase to the annual dues for each school will be applied, recognizing that the percentage increase needs to be of a size that would not represent an increase in overall costs, when looking at the combined cost of dues and employment-postings. (Example: an increase of 7.5% in dues would generate approximately \$500,000 in revenue, while representing an overall cost savings to districts) With the application of the increase in dues, all employment-posting services would be provided, free-of-charge.
- Development and maintenance of the site can be sub-contracted or handled by in-house staff, however, site design and access/utilization rights will be owned by NJSBA. An existing site that would be willing to come under the control of the NJSBA may be selected.
- NJSBA will be free to solicit educationally-relevant or educationally-linked advertising on the site, to offset operational costs (Example: Advertisements for Graduate Programs, Educational Software, etc.)

Motion by Casey Grimm, seconded by Cheryl Noll, to approve the revised 2017-2018 Washington Township school district calendar, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

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

#### **I. CORRESPONDENCE**

- Email from Joseph Armstead
- Letter from Courtney Dunn
- Letter from Deborah Polhemus

#### **J. COMMITTEE REPORTS**

**Education:** NONE

**Facilities:** NOTE: Bus evacuation drills were held at Brass Castle and Port Colden Schools on April 24, 2018.

Motion by Anita Smith, seconded by Casey Grimm, authorizing the Business Administrator/Board Secretary to solicit bids for Special Ed transportation for the 2018-2019 school year, as necessary, as recommended by the Superintendent. RCV: Grimm, Morris, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

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

- 0168 Recording Board Meetings
- 0169 Board Member Use of Electronic Mail/Internet
- 0171 Duties of Board President and Vice President
- 0172 Duties of Treasurer of School Monies (resolution eliminating treasurer 5/8/17)
- 0173 Duties of Public School Accountant
- 0174 Legal Services
- 0175 Contracts with Independent Consultants
- 0176 Collective Bargaining and Contract Approval/Ratification
- 0177 Professional Services

**Personnel Committee:** NONE

#### **K. 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.)

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

Motion by Anita Smith, 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 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: 8:44 p.m.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to return to open session.

MV: unanimous, motion carried Time: 9:10 p.m.

#### **M. ADJOURNMENT**

Motion by Cheryl Noll, seconded by Anita Smith, to adjourn.

MV: unanimous, motion carried Time: 9:19 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary