

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, July 9, 2018

7:30 p.m.

Minutes of July 9, 2018

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 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: Karen Graf, President, Cheryl Noll, Vice-President, Kimberley Morris and Lauren Schlaffer

Members absent: Joseph Armstead, Casey Grimm, Anita Smith

B. PUBLIC HEARING: Electronic Violence and Vandalism Reporting System (EVVRS).

As per Public Law 6A:16-5.3 each school district shall report incidents of violence, vandalism, substance abuse, and HIB for the previous school year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education for the 2017-2018 school year, there was one incidence of vandalism substance abuse and/or violence, which rose to the standard established by the New Jersey Department of Education. There was one incidence of HIB confirmed for the 2017-2018 school year.

4. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to accept the Annual Report of Violence, Vandalism, Substance Abuse and HIB for the 2017-2018 school year, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

5. Motion by Cheryl Noll, seconded by Lauren Schlaffer, to approve the minutes of June 11, 2018, as presented. MV: all voting yes, Morris and Noll abstained, motion carried.

6. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the executive session's minutes of June 11, 2018, as presented. MV: all voting yes, Morris and Noll abstained, motion carried.

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

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

D. SECRETARY'S REPORT:

7. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending June 30, 2018, as presented. MV: all voting yes, motion carried.

8. Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve the attached transfers, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

9. Motion by Cheryl Noll, seconded by Kimberley Morris, to approve the Bills List from June 12, 2018 to June 30, 2018. MV: all voting yes, motion carried.

10. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the July 2018 Bills List. MV: all voting yes, motion carried.

11. Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve the Board Secretary's and Cash Reports for the month ending June 30, 2018, as presented. RCV: Morris, Noll, 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 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.

12. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to adopt the following Resolution to Withdraw Capital Reserve, as follows, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer 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:

\$35,000 to fund the unbudgeted portion of the new camera system vs. replacement at Brass Castle/Port Colden Schools

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.

E. SUPERINTENDENT’S REPORT:

13. Motion by Kimberley Morris, seconded by Cheryl Noll, to accept, with regret, the resignation of Sophia Georgoutous, Paraprofessional, effective June 30, 2018, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

14. Motion by Lauren Schlaffer, seconded by Cheryl Noll, to accept the resignation of Tammy Mornick, Lead Custodian, effective June 30, 2018, and to approve an early release from her contract (waiving the 21-day notice clause), without setting precedence, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

15. Motion by Cheryl Noll, seconded by Kimberley Morris, to approve a correction to salary for Jennifer P. Costa, School Nurse, for the 2018-2019 school year, Step 10 BA+15, salary to be \$62,110, upon completion of employment requirements, effective September 1, 2018, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

16. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the following 2018 summer custodian, at the summer hourly rate below, (upon completion of employment requirements), as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

NAME	RATE
Kevin Drevitch	\$10.00/hr.

17. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve at tuition contract with Jackson Township Board of Education, for student # 11780, for the 2017-18 school year, in the amount of \$24,380 (prorated 8 days x \$135.44 = \$1,083.52), as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

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

Staff Member	Position	Rate/Step
Amy DeFeo	Paraprofessional	\$12.70/Step 1
Michelle VanNest	Paraprofessional	\$12.90/Step 1

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

Staff Member	Type of Travel/ Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Dawn Baxendale	2018 Scholastic Reading Summit	\$169.00	7/12/2018	gas (receipts)	-	-	-	-

Christine Drevitch	Calm/Assertive Academy	\$325.00	7/23-25	156	--	-	-	-
Peggy Edmiston	NJ Users Group Versatran Training	-	7/25/18	-	-	-	-	-
Melina Ramos	NJ User Group Versatran Training	-	7/25/18	-	-	-	-	-
Karen Graff	Leadership Regional Training	\$50.00	8/1/18	-	-	-	-	-

20. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the following substitutes for the 2018-2019 school year, pending satisfactory completion of employment requirements (if applicable), as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

2018-2019 SUBSTITUTES
Anthony-Iosue, Sandra
Balzer, Marilyn
Bogwald, Rondi A.
Bowbliss, Sarah
Brockman, Rosemary
Burkat, Elizabeth
Burkat, Walter
Chanclierre, Nicole
Chernykh, Leslie
Cleveland, Daniela
Dicheck, Victoria
Flynn, Clare
Flynn, Margaret
Jester, Louis
Kochan, Kathy
Koller, Ann
Kohansby, Catharine
Kollar, Ann
Lee, Ann Marie
Maiolino-Roberts, Dana
Marascia, Gail D.
Mathews, Stephanie
Mc Menamin, Rosemarie
Perna, Patti

Segreaves, Tina
Stiles, Selena
Thompson, Christine
Van Kirk, Amy
Wassmuth, Cynthia
Wiessler, Karen

21. Motion by Cheryl Noll, seconded by Kimberley Morris, to apply for dual use of education space for the 2018-2019 school year, in Brass Castle School, Room 110, to the County Executive Superintendent for approval, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

22. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to apply for dual use of education space for the 2018-2019 school year, in Brass Castle School, Room 207, to the County Executive Superintendent for approval, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

23. Motion by Cheryl Noll, seconded by Kimberley Morris, to apply to establish a special education program (in-class replacement), for the 2018-2019 school year, in Port Colden School, to the County Executive Superintendent, for approval, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

24. Motion by Cheryl Noll, seconded by Lauren Schlaffer, to apply for approval for toilet room facilities waiver for early intervention, pre-kindergarten and kindergarten classrooms, for the 2018-2019 school year, for Brass Castle School, (rooms 98/100), as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

25. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to approve the 6th Grade Stokes field trip on 9/26,9/27 & 9/28, 2018, as recommended by the Superintendent. (All students will be transported in school busses unless their destination is New York City, Philadelphia or beyond 50 miles. Parents/guardians are responsible for all fees and transportation costs). RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

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

**School Alliance Insurance Fund
Resolution for Renewal of Membership**

WHEREAS, the **Washington Township Board of Education**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of July 1, 2018 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

WHEREAS, the **Educational Facility** is afforded the following types of coverages:

- Workers' Compensation
- Foreign Travel Liability
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)
- Student Accident
- Supplemental Indemnity - Workers' Compensation
- Security Guard Liability

WHEREAS, the **Educational Facility** desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2018, and ending July 1, 2021 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Educational Facility's** Business Official, Jean Flynn, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

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

**School Alliance Insurance Fund
Indemnity and Trust Renewal Agreement**

THIS AGREEMENT made this 1st day of July 2018, in the County of **Warren**, State of New Jersey, by and between the School Alliance Insurance Fund, hereinafter referred to as "**Fund**", and the Governing Body of the **Washington Township Board of Education**, hereinafter referred to as "**Educational Facility**";

WHEREAS, the **Fund** seeks to provide its members with insurance coverage;

WHEREAS, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto; and

WHEREAS, the **Educational Facility** is currently a member of said **Fund**; and

WHEREAS, the **Educational Facility** has resolved to renew said membership;

NOW, THEREFORE, it is agreed as follows:

1. The **Educational Facility** hereby renews its membership in the **Fund** for a three (3) year period, beginning July 1, 2018, and ending July 1, 2021 at 12:01 a.m. eastern standard time.
2. The **Educational Facility** agrees to participate in the **Fund** with respect to the types of insurance stated in the Renewal of Membership Resolution.
3. The **Educational Facility** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The **Educational Facility** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all the rules and regulations and obligations associated with said membership.
5. In consideration of renewal of membership in the **Fund**, the **Educational Facility** agrees that for those types of insurance in which it participates, the **Educational Facility** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Facility** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
6. If the **Fund**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Educational Facility** agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.
7. The **Educational Facility** and the **Fund** agree that the **Fund** shall hold all monies paid by the **Educational Facility** to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
8. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1 *et. seq.* and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

F. PRINCIPALS' REPORT:

G. TECHNOLOGY REPORT:

H. CORRESPONDENCE: NONE

I. COMMITTEE MEETINGS:

Education Committee:

28. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve a K-5 GoMath series, Houghton, Mifflin, Harcourt as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

29. Motion by Cheryl Noll, seconded by Kimberley Morris, to purchase GoMath NJ SLS Premium 6-year K-5 Program, in the amount of \$55,192.12, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Facilities Committee:

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

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 with 2 Viessmann boilers, as specified in contract, 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)

31. Motion by Lauren Schlaffer, seconded by Cheryl Noll, to approve the participation in the NJ Clean Energy Program for Brass Castle School in the Direct Install Program including LED Lighting, upgrade refrigerator 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: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Total Measure Cost - \$185,683.87
Program Incentive - \$125,000
District Cost - \$ 60,683.87 (\$44,156.57 Capital/\$16,527.30 Maintenance)

32. Motion by Cheryl Noll, seconded by Kimberley Morris, to approve Sanders Mechanical Service to provide work outside the scope of the Direct Install program to include removal and disposal of the 2nd boiler HB Smith and related piping and venting duct, abandoned oil fuel piping, pumps, roofing work to accommodate new air vents, and 2 new isolation valves. Cost not to exceed \$35,000 as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

33. Motion by Kimberley Morris, seconded by Lauren Schlaffer, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer 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 a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS, the aforementioned statutes 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:

\$35,000 for Maintenance Accounts for Direct Install additional work at Brass Castle School

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.

34. Motion by Cheryl Noll, seconded by Kimberley Morris, to adopt the following Resolution to Withdraw Capital Reserve, as follows, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

WHEREAS, N.J.S.A. 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:

\$35,000 to fund the unbudgeted portion of the new camera system vs. replacement at Brass Castle/Port Colden Schools

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.

Finance & Policy Committee:

35. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to approve the 2nd reading and adoption of the following revised policies, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

- 4433 Vacations
- 4436 Personal Leave

36. Motion by Lauren Schlaffer, seconded by Kimberley Morris, to apply for the FY 2019 IDEA Grant and accept the grant award funds, upon approval of the FY2019 IDEA application, as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Basic:	\$155,581
Preschool	\$ 11,120

37. Motion by Cheryl Noll, seconded by Lauren Schlaffer, to amend approval of the 2018-2019 ESEA Grant Application to include \$10,000 for Title IV., as recommended by the Superintendent. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

Personnel Committee Report:

J. PUBLIC QUESTIONS AND DISCUSSION: (old and/or new business) - NONE

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

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

36. Motion by Cheryl Noll, 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 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, 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.

MV: unanimous, motion carried Time: 8:23 p.m.

38. Motion by Cheryl Noll, seconded by Kimberley Morris, to return to open session.

MV: unanimous, motion carried Time: 8:35 p.m.

39. Motion by Cheryl Noll, seconded by Kimberley Morris, to acknowledge completion of Keith T. Neuhs' Superintendent Evaluation, on June 25, 2018, as recommended by the Board. RCV: Morris, Noll, Schlaffer and Graf, all voting yes, motion carried.

L. ADJOURNMENT:

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

MV: unanimous, motion carried Time: 8:36 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary