

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, August 27, 2018

7:30 p.m.

Minutes of August 27, 2018

Call to order by President.

Time: 7:35 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, Casey Grimm, Cheryl Noll, Vice-President, Lauren Schlaffer and Anita Smith

Members absent: Joseph Armstead and Kimberley Morris

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the minutes of July 9, 2018 as presented. Graf, Noll and Schlaffer, all voting yes, Grimm & Smith abstained, motion carried.

Motion by Casey Grimm, seconded by Cheryl Noll, to approve the executive session minutes of July 9, 2018, as presented. Graf, Noll and Schaffler, all voting yes, Grimm & Smith abstained, motion carried.

Motion by Cheryl Noll, seconded by Anita Smith, to approve the minutes of July 25, 2018, as presented. Noll Schlaffer, and Graf, all voting yes, Grimm & Smith abstained, motion carried.

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

(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 Lauren Schlaffer, to approve the Cafeteria, Student Activity, and Petty Cash Reports for the month ending and July 31, 2018, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the attached July transfers, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Cheryl Noll, to approve the Bills List for August 2018, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Anita Smith, to approve the Final Board Secretary's and Cash Reports for the month ending June 30, 2018, as presented. RCV: Grimm, 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 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 Anita Smith, seconded by Cheryl Noll, to approve the Board Secretary's and Cash Reports for the month ending July 31, 2018, as presented. RCV: Grimm, 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 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.

D. SUPERINTENDENT'S REPORT

Motion by Lauren Schlaffer, seconded by Casey Grimm, to accept, with regret, the resignation of Lauren Hulse, Teacher, effective as soon as it is practical, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Cheryl Noll, to approve Belicia Monroy, as a full-time Custodian, salary to be \$13.75 hourly rate, effective on or about August 25, 2018, pending satisfactory completion of employment requirements (completion of black seal license required for continuation of employment), as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Anita Smith, to approve Ivan Wirhanowsky, part-time Custodian/substitute, salary to be \$10.50 hourly rate, effective on or about September 1, 2018, pending satisfactory completion of employment requirements, (completion of black seal license required for continuation of employment), as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Lauren Schlaffer, to approve Courtney Ward, part-time Paraprofessional, salary to be \$16.70, Diag. ABA, Step 1, for the 2018-2019 school year, effective September 1, 2018, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Casey Grimm, to approve Samantha Ortiz, part-time Paraprofessional, Step 1, for the 2018-2019 school year, salary to be \$12.70 hourly rate, effective on or about September 1, 2018, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Cheryl Noll, to approve a correction to salary for Toni Ann Smith, Teacher, for the 2018-2019 school year, Step 3 BA, salary to be \$49,990, effective September 1, 2018, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Cheryl Noll, seconded by Anita Smith, to approve the following substitutes for the 2018-2019 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Patrick McMenamin – Teacher/Paraprofessional
- Nicole Profita – Teacher/Paraprofessional
- Brian Schubert – Childcare/Paraprofessional

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve an unpaid FMLA/NJFLA, for Nicholas Rizzo, effective on or about September 12, 2018 to on or about September 26, 2018, as recommended by the Superintendent. RCV: Graf, Grimm, Noll, Schlaffer and Smith, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Cheryl Noll, to approve the following voluntary paraprofessional moves from Port Colden School to Brass Castle School, for the 2018-2019 school year, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Denise Dickson
- Jodie Frankle
- Sheri Mecca

Motion by Cheryl Noll, seconded by Anita Smith, to approve the out-of-district in-service experiences as recommended by the Superintendent. RCV: Grimm, Noll, 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
Cheryl Campbell	IMSE Orton Gillingham Training Refresher On-line Course	\$150.00	7/2018	0	0	0	0	0
Katherine Ferrara	Zones of Regulation	\$285.00	10/25/2018	67	0	0	0	0

Jean Flynn	Hunterdon Warren A.S.B. O	0	9/19,10/17,1 1/28,12/19 1/16,2/20, 3/20,4/17, 5,15	15	0	0	0	0
Michael Angeloni & Jean Flynn	Northern Regional Facilities Training	0	8/14/2018	0	0	0	0	0
Genevieve Williams	Autism NJ Annual Conference	\$500.00	10/18 & 19, 2018	0	0	0	0	0

Motion by Anita Smith, seconded by Lauren Schlaffer, to approve the contract with E-Rate Partners, LLC to provide E-Rate services for Funding Year 2019 (July 1, 2019-June 20, 2020) Category 1 at \$1,000 and Category 2 (if applicable) at \$600.00 per year, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Lauren Schlaffer, to enter into a contract with Sussex County Education Services Commission (SCESC) to provide Chapter 192/193 Services (Compensatory Education, English as Second Language (ESL), Supplementary Instruction and Home Instruction, Evaluation and Determination of Eligibility for Special Education and Related Services). Services for eligible non-public school students for the 2018-2019 school year, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the following field trips for the 2018-2019 school year, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

(All students will be transported in school buses unless their 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
K	10/04/2018	Turtle Back Zoo, West Orange, NJ
4	10/17/2018	Liberty State Park & Ellis Island, Jersey City, NJ

Motion by Casey Grimm, seconded by Cheryl Noll, to approve the following clubs for the 2018-2019 school year, at a rate of \$27.00/hr. and \$30.00/hr. for homework club, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

BRASS CASTLE SCHOOL				
Club	Sponsor	Grade	Season	Sessions
Archery Club	Scism	5,6	Winter	32
B & W Band	Rizzo	5, 6	Year	65
Boys Running	McEvoy	5, 6	Spring	20
Chess	Drevitch	4, 5, 6	Winter	8
Coding	Galoppo	4, 5, 6	Winter	12
K-Game and Craft Club	McEvoy	K	Spring	8

Debate	Drevitch/Mahon	some 4, 5, 6	Winter	12
Eco Kids Club	Paruta/Mikitiuk	4, 5, 6	Fall/Spring	16
Girls Running	Casserly/Peterson	5, 6	Spring	20
Golf	Penner	4, 5, 6	Spring	16
Grade 4 Sports	Scism	4	TBD	6
Helping Hands	Hulse/Mikitiuk	4, 5, 6	Fall	8
Homework	Casserly/Mitch	4, 5, 6	Year	90
Jazz Band	Rizzo	6	Year	31
Panther Band	Rizzo	4, 5	Year	31
Photography/Yearbook	Graham/Nisivoccia	6	Year	24
Reading Rockets	O'Cone	K	Winter	8
Robotics	Drevitch	6	Fall	8
Senior Program	Campbell/Pierson	6	Year	6
Talent Show	Drevitch/Rizzo	4, 5, 6	Winter	20
Volleyball	Drevitch	4, 5, 6	Late Fall	12
Like Zumba Club	Hulse/Hawk	4, 5	Winter	8
PORT COLDEN SCHOOL				
Club	Sponsor	Grade	Season	Sessions
Ozobot	Kupcha	2	Winter	8
Art Club	Giuliano	3	Fall	8
Crazy 8's (Math)	Carney	2	Fall	8
Garden	Freitas	1,2	Spring	8
Field Hockey	Starke	2,3	Spring	8
PC Run Club	Starke	3	Fall	8
Science Club	DeFeo	1,2	Spring	8
Golf	Borusovic	3	Spring	16
Sphero	Kupcha	2	Fall / Winter	8
Homework	TBD	1,2,3	Year	90

Motion by Cheryl Noll, seconded by Anita Smith, to approve Nicole Standish, a nursing student at Warren County Community College, for a school nurse educational observation on 11/29/2018, with Jennifer Costa, School Nurse, Brass Castle School, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the 2018-2019 District Goals (attachment # 8), as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the 2018-2019 Board Goals (attachment #9), as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Washington Township School District Mentor Plan – Recently passed state regulations require the CSA to share the Mentor Plan with the BOE for related fiscal impacts. The fiscal impact of the mentor plan is minimal as the Mentor and the Resident will meet outside school district contracted time. As in the past, the Resident is required to pay the Mentor fee and the BOE Business Office will continue to handle mentor payments.

Washington Township School District Professional Development Plan – Recently passed state regulations require the CSA to share the District’s Professional Development Plan with the BOE for related fiscal impacts. The District will allocate approximately \$20,000 cover the costs associated with the district and school Professional Development Plans. Funding will be allocated for consultants, workshop registrations, supplies and substitute teachers. NCLB Title IIa funds, in the amount of \$9,106 will be utilized to support these professional development plans.

Motion by Cheryl Noll, seconded by Casey Grimm, to authorize the submission of the application for Emergency Aid to the Executive County Superintendent to request reinstatement of lost school aid. The District requests emergency aid as it already signed contracts with vendors to begin safety and security projects (i.e. asbestos, security cameras and panic/automated emergency notification system) prior to the 07/13/18 notice. The aid reduction is posing fiscal distress to the district as we continue to meet the education and health and welfare needs of our students, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Anita Smith, to approve a \$2,000 Lead Custodian stipend for Zaida Amon, Custodian, effective 9/1/2018, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Lauren Schlaffer, to approve Sarah Bowbliss, Teacher, Step 1 BA, salary to be \$48,790, upon completion of employment requirements, effective September 1, 2018, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

E. PRINCIPALS’ REPORT

F. TECHNOLOGY REPORT

G. CORRESPONDENCE:

- Letter from Lauren Hulse

H. COMMITTEE MEETINGS:

Education Committee:

Motion by Anita Smith, seconded by Lauren Schlaffer, to adopt the following curriculum, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- 21st Century Learning
- Guidance
- Health & Physical Education
- Language Arts Literacy
- Mathematics
- Media/Library
- Science
- STEM/Makerspace
- Technology
- Visual & Performing Arts
- World Language

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the following bus routes for the 2018-2019 school year, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

2018-2019	
Routes	Cost
01/F	\$18,878.87
02/KL	\$16,159.19
03/A	\$16,859.05
04/C	\$22,000.15
12/D	\$19,729.25
14AB/IM	\$21,614.53
15AB/G	\$15,540.59
16AB/E	\$23,877.07
21/H	\$21,857.27
22/VAN 1	\$17,932.74
VAN 2	\$40,518.37
3SP	\$21,345.13
3MD	\$11,306.95

Facilities:

Motion by Casey Grimm, seconded by Cheryl Noll, to rescind the following motion, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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: Grimm, Noll, Schlaffer, Smith 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)

Motion by Cheryl Noll, 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, 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: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Total Measure Cost - \$118,127.51
Program Incentive - \$ 82,689.26
District Cost - \$ 35,438.25 (\$20,266.91 Capital/\$15,171.34 Maintenance)

Motion by Anita Smith, seconded by Lauren Schlaffer, to approve the purchase of 3M Window film from Window Film Depot Inc. under the MRESC NJ State Approved Co-op# 65 MCECCPS Safety & Security Window Film Bid# MRESC 15/16-80 for critical areas at the Brass Castle and Port Colden School totaling \$12,157.39, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve Sanders Mechanical Service to install the 2nd boiler which was eliminated from the original NJ Clean Energy Program for \$51,000. The prices are 24.5% less than the NJDI (Bid out by the State of New Jersey) prescribed pricing \$67,556.36 for the 1,445 MBH, high-efficiency gas fired boilers, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

WHEREAS, NJA 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:

\$51,000 Brass Castle (2nd boiler-Sanders Mechanical Service)

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:

Motion by Cheryl Noll, seconded by Anita Smith, to approve the 1st reading of the following policies and regulations, from Policy Alert 215, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- P&R 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- P2431 Athletic Competition (M) (Revised)
- R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intermural Team or Squad (M) (Revised)
- P2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M) (New)
- P&R 5350 Student Suicide Prevention (M) (Revised)
- P5533 Student Smoking (M) (Revised)
- P5535 Passive Breath Alcohol Sensor Device (Revised)
- P8462 Reporting Potentially Missing or Abused Children (M) (Revised)

Motion by Anita Smith, seconded by Lauren Schlaffer, to approve the 1st reading of the following policies and regulations, from Policy Alert, 216, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- P & R 1613 Disclosure and Review of Applicant’s Employment History (M) (New)
- P&R 5561 Use of Physical Restraint and Seclusion Techniques for Student with Disabilities (M) (Revised)

Motion by Lauren Schlaffer, seconded by Casey Grimm, to approve the 1st reading and adoption of the following policy and regulation, from Policy Alert 216, as recommended by the Superintendent. RCV: Grimm, Noll, Schlaffer, Smith and Graf, all voting yes, motion carried.

- P5512 Harassment, Intimidation and Bullying (HIB) (M) (Revised)
- R5512 Harassment, Intimidation, or Bullying Investigation Procedure (M) (Abolished)

Personnel Committee:

I. 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.)

J. EXECUTIVE SESSION - if required as indicated in items _____ below. - NONE

Motion by _____, seconded by _____, 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. 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: Time: _____

Motion by _____, seconded by _____ to return to open session.

MV: Time: _____

Board Member Casey Grimm asked for updates.

K. ADJOURNMENT:

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

MV: unanimous, motion carried Time: 9:02 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary