

Washington Township Board of Education

District Re-Organization & Regular Meeting

Monday, May 13, 2019

7:30 pm

Minutes of May 13, 2019

Call to order by President.

Time: 7:30 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 11, 2019, to The Star Gazette and to the Clerk of Washington Township.

Members in attendance: Edward Kemp, Jennifer Knittel, Lauren Schlaffer, Anita Smith-Vice President and Karen Graf-President

Members absent Casey Grimm and Kimberley Morris

Flag Salute

B. PRESENTATION

❖ Miss DeFeo and Mrs. Cooper – 3D Printer Presentation

Re-Organization Motions:

Motion by Anita Smith, seconded by Jennifer Knittel, to move the following motions for approval as recommended by the Superintendent. (a-hh). RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

a. To adopt the following Mission Statement:

It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Student Learning Standards at all grade levels.

b. To approve the adoption of the 2019-2020 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle.

c. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.

d. To establish the agenda for the 2019-2020 school year as follows:

Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Cash Report, Superintendent Report, Principal's Report, Technology Report, Correspondence, Committee Reports Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.

e. To adopt the Washington Township School District Policy and Regulations manuals.

(That in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)

- f. To approve the Washington Township School District Job Description Manual.
- g. To approve the following finance appointments/re-appointments for the 2019-2020 school year.

Board Secretary	Jean Flynn
Custodian of Public Records	Jean Flynn
Title 9 Compliance Officer for contracts	Jean Flynn
Flexible Spending Account Administrator	Jean Flynn
Public Agency Compliance Officer	Jean Flynn
Purchasing Agent	Jean Flynn

- h. To approve the following Education and Personnel appointments/re-appointments for the 2019-2020 school year.

504 Case Manager	Deborah Tierney
504 Coordinator	Jessica Garcia
Accountability Officer/IDEA	Michael Neu
Accountability Officer/ESSA	Keith Neuhs
Affirmative Action Officer	Jessica Garcia
AHERA Coordinator	Michael Angeloni
Anti-Bullying Coordinator	Deborah Tierney
Anti-Bullying Specialist	Jennifer Borusovic
Attendance Officer	Michael Neu
Asbestos Management Officer	Michael Angeloni
Chemical Hygiene Officer	Michael Angeloni
Civil Rights Officer	Keith Neuhs
District Testing Coordinator	Jessica Garcia
Emergent Services	St. Luke's Warren Hills Family Practice
HCS/Right to Know Contact	Michael Angeloni
Health and Safety Designee	Michael Angeloni
Indoor Air Quality Officer	Michael Angeloni
Liaison for Homeless Children	Jessica Garcia
School Safety Coordinator	Keith Neuhs
Substance Awareness Coordinator	Jennifer Borusovic
Title 9 Compliance Office	Jessica Garcia

- i. To appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2019-2020 school year.
- j. To approve Maureen Miller, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- k. To approve the bid threshold at \$40,000 and quote threshold at \$6,000 as per 18A:18A-3.
- l. That Fulton Bank be used as depository of school funds.
- m. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy.
- n. To establish a Petty Cash Fund in the amount of \$250.00 for the 2019-2020 school year and that checks for the Petty Cash Account, reimbursed by the Board, and checks for the school Student Activity, Cafeteria Account, Port Colden School House Fund, Child Care Account, and JUCITF (SUI) Account be signed by the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy.
- o. That checks for the regular checking account be signed by the President or alternate and the Board Secretary. Board President signature stamp to be used in accordance with Board Policy.
- p. That checks for the Board President or Vice-President sign the payroll and agency accounts in the absence of the President. Board President's signature stamp to be used in accordance with Board Policy.
- q. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- r. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Broker.

- s. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Broker.
- t. To appoint Ameriflex, as the Flexible Spending Broker of record.
- u. To designate The Star Gazette (primary) and The Express Times (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising.
- v. To appoint PlanConnect as our third-party administrator for our 403(b) Plan.
- w. To approve the following 403b Plan Investor Providers for the 2019-2020 school year.

FTJ Fund Source	Security Benefit
Lincoln Investments	The Legend Group
Oppenheimer	

- x. To approve the following 403b Plan Financial Advisors for the 2019-2020 school year.

Jeffrey Febbo	Patrick O’Keefe
Stephen Frazer	Jonathan H. Peck

- y. To approve the following Disability Insurance Plans.

Prudential Insurance –Teachers, Administrators, Support Staff
The Hartford – Administrators, Support Staff

- z. To authorize the Superintendent to dispose of equipment.
- aa. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15th of the month or to secure a discount if paid within a certain time period and to adopt the 25th of the month to be the cutoff date for receiving bills for the payment of the next months’ bills.
- bb. To designate the Superintendent to approve budget line item transfers between Board Meetings to be ratified by the Board at their regular meeting regular meeting as per N.J.S.A.18A:22-8.1.
- cc. To approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts and Cooperative Purchasing Programs, for the 2019-2020 school year.
- dd. To approve the Washington Township Pest Management Plan.
- ee. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.
- ff. To set the substitute rates for the 2019-2020 school year as listed, (these rates are the same as 2018-2019 school year).

Teachers - \$ 85.00 – Daily Rate
 Paraprofessional \$70.00 – Daily Rate
 Nurse - \$175.00 – Daily Rate
 Clerical - \$10.00 per hour
 Custodian -\$10.50 per hour

- gg. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
- hh. To approve the following tuition rates for the 2019-2020 school year.

Pre-School/Kindergarten	\$11,512
Grades 1-5	\$15,651
Grade 6	\$18,229
LLD	\$33,337
MD	\$18,639
Pre-K Disability/part-time	\$28,293

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the minutes of April 29, 2019, as presented. MV: all voting yes, Schlaffer abstained, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve the executive session minutes of April 29, 2019, as presented. MV: all voting yes, Schlafter abstained, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the special meeting minutes of May 7, 2019, as presented. MV: all voting yes, motion carried.

C. PUBLIC QUESTIONS: (agenda items) - NONE

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

D. SECRETARY’S REPORT:

Motion by Lauren Schlafter, seconded by Jennifer Knittel, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending March 31, 2019, as presented. MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve line item transfers, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlafter, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the Bills List for May 2019. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlafter, to approve the Board Secretary’s and Cash Reports for the month ending March 31, 2019, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlafter, 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 Cash Reports 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 over expended 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.

E. SUPERINTENDENT’S REPORT

Motion by Lauren Schlafter, seconded by Jennifer Knittel, to approve the following personnel, for the 2019 Extended School Year Program June 26-July 26, 2019 (no ESY July 3, 4, 5) 8:30-12:30 p.m., as recommended by the Superintendent. RCV: Kemp, Knittel, Schlafter, Smith and Graf, all voting yes, motion carried.

STAFF MEMBER	POSITION	2018 RATE	2019 RATE
Cynthia Daniel	PARA/Substitute	\$18.05	\$18.60

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the following substitute for the 2018-2019 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlafter, Smith and Graf, all voting yes, motion carried.

- Dawn Andrews - Custodian

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the following 2019 summer custodians, at the summer hourly rate below, (upon completion of employment requirements), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlafter, Smith and Graf, all voting yes, motion carried.

NAME	RATE
Dawn Andrews (sub)	\$10.50/hr.
Kevin Drevitch	\$10.00/hr.
Cooper Gabrich	\$10.00/hr.
James Hudock (sub)	\$10.50/hr.
Emma Mikitiuk	\$10.00/hr.
Nicholas Paruta	\$10.00/hr.
Michael Wassmuth	\$10.00/hr.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve the following Club Advisors for the 2018-19 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Sarah Bettenhausen – Homework Club (PC)
- Michele Cooper – Ozobot Club (PC)

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the out-of-district in-service experiences, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Staff Member	Type of Travel/Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Lodging	Meals
Erin Karl	FEA Conference Innovative School-Based Interventions	\$149.00	5/14/2019	110	0	0	0	0
Colleen Starke	Centenary University Graduate Reading Program,	0	6/3/2019	0	0	0	0	0
Peggy Edmiston	STS General Meeting	\$0	6/7/2019	108	0	0	0	0

Motion by Anita Smith, seconded by Edward Kemp, to approve the following Independent Therapists, for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Schlaffer, Smith and Graf, all voting yes, Knittel abstained, motion carried.

Bonnie Adamski	Home ABA Therapist/Teacher	\$50.00/hr.
Children’s Therapy Services	Physical Therapist	\$99.30/hr.

Motion by Anita Smith, seconded by Edward Kemp, to set the Childcare tuition rates for the 2019-2020 school year as listed, as recommended by the Superintendent (Note: rates have not increased since 2014-15). RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Session	Rate
After Care Full-time 1st Child	205.20
After Care Full-time 2nd Child	127.40
After Care Full-time 3rd Child	89.20
After Care Part-time 1 st Child (5-9.5 hours a week)	145.80
After Care Part-time 2nd Child (5 -9.5 hours a week)	89.40

After Care Part-time 3rd Child (5-9.5 hours a week)	59.40
Before Care Full-time 1 st Child	104.40
Before Care Full-time 2nd Child	62.10
Before Care Full-time 3rd Child	46.80
Before Care Part-time 1st Child (4-7 hours a week)	62.10
Before Care Part-time 2nd Child (4-7hours a week)	39.60
Before Care Part-time 3rd Child (4-7 hours a week)	29.70
Drop in – 1 st Child (6.75 an hour)	6.75
Drop In – 2 nd Child (4.80 an hour)	4.80
Drop in - 3rd Child (\$3.40 an hour)	3.40

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the Memorandum of Agreement, between the Warren County Special Services School district and Washington Township School District, to provide related services, effective September 1, 2019 through June 30, 2020, as recommended by the Superintendent, RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2019-2020 school year with an administrative cost of 4%, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2019-2020 school year with an administrative cost of 4%, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve the 2019-2020 Independent Evaluators and Reasonable Rates (attachment #15), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Anita Smith, to approve the following resolution, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

WHEREAS, the Board approves a direct deposit program, compliance by an employee shall be mandatory. The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14 all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required on N.J.A.C 6A:23A-5.7 and Policy 6510.

NOW THEREFORE, BE IT RESOLVED, that the mandatory direct deposit program will be continued for the 2019-2020 school year.

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the Marzano Teacher Evaluation Model, for teacher evaluations, for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the AchieveNJ Principal and Asst/Vice Principal Evaluation Model, for principal evaluations, for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to award the Network IT Service Agreement, for \$48,900, to The JDM Group, as recommended by the Superintendent, RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

(Note: contract was bid and awarded through E-rate processes based on matrix assessment).

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve PL2015, (attachment #14), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

Motion by Lauren Schlaffer, seconded by Anita Smith, to award the following contracts without competitive bidding as professional services, for the 2019-2020 school year, pursuant to N.J.S.A. 18A:18A-5a(1), as recommended by the Superintendent. RCV: Kemp, Schlaffer, Smith and Graf, all voting yes, Knittel abstained, motion carried.

SERVICE	AWARDED TO
Applied Behavioral Analysis (ABA)	Bonnie Adamski
Architect	Gianforcaro, Architects/Engineers
Auditor	Anthony Ardito & Co., LLP
Board Attorney	Scarinci & Hollenbeck
Physical Therapy	Children's Therapy Services
School Physician	Dr. Charles Evans III, MD
Student Information System	Oncourse Systems

Motion by Anita Smith, seconded by, Edward Kemp, to accept, with regret, the resignation of Belicia Monroy, Custodian, effective May 24, 2019, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

F. PRINCIPALS' REPORT:

G. TECHNOLOGY REPORT:

H. CORRESPONDENCE: None

I. COMMITTEE REPORTS:

Education: None

Facilities: None

Finance & Policy:

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the 2nd reading and adoption of the following policies and regulations, Policy Alert 217, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

- P 2610 Educational Program Evaluation (M) (Revised)
- P 4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)

- P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5337 Service Animals (Revised)
- P 5756 Transgender Students (M) (Revised)
- P&R 7440 School District Security (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)
- P 8860 Memorials (Revised)

- P 2415.06 Unsafe School Choice Option (M) (Revised)
- R 2460.8 Special Education – Free and Appropriate Public Education (M) (Revised)
- R 5530 Substance Abuse (M) (Revised)
- P&R 5600 Student Discipline/Code of Conduct (M) (Revised)
- P&R 5611 Removal of Students for Firearms Offenses (M) (Revised)
- P&R 5612 Assaults on District Board of Education Members or Employees (M) (Revised)
- P&R 5613 Removal of Students for Assaults with Weapons Offenses (M) (Revised)
- P&R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

J. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business – Jennifer Knittel reported out on the following: NJSBA Delegate Assembly and Special Education Conferences.

(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, & i below.

Motion by Anita Smith, seconded by Jennifer Knittel, 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, and 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: 8:22 pm.

Motion by Anita Smith, seconded by Edward Kemp, to return to session.

MV: unanimous, motion carried. Time: 8:27 p.m.

Personnel

Motion by Anita Smith, seconded by Edward Kemp, to approve certified staff (salary to be adjusted upon the ratified WTEA negotiated contract), for the 2019-2020 school year, (attachment #10), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve paraprofessional appointments and hourly rates for the 2019-2020 school year, (attachment #11), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve administration and support staff salaries, for the 2019-2020 school year, (attachment 12), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities and Transportation Supervisor's contract for the 2019-2020 school year, (attachment 13), as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

L. ADJOURNMENT

Motion by Edward Kemp, seconded by Jennifer Knittel, to adjourn.

MV: unanimous, motion carried Time: 8:30 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary