

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, June 10, 2019

7:30 p.m.

---

Minutes of June 10, 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, Anita Smith-Vice President and Karen Graf-President

Members absent Casey Grimm, Kimberley Morris and Lauren Schlaffer

**B. PRESENTATION:**

❖ Artwork Presentation

- Danielle Bykova, 1<sup>st</sup> Grade – Mrs. Campagna
- Juliana Sarramalha, 4<sup>th</sup> Grade – Miss Bowlbliss

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the minutes of May 13, 2019, as presented. MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the executive session minutes of May 13, 2019, as presented. MV: all voting yes, motion carried.

**C. PUBLIC QUESTIONS AND DISCUSSION:** (agenda items)

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

**D. SECRETARY'S REPORT:**

Motion by Edward Kemp, seconded by Anita Smith, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending April 30, 2019, as presented. MV: all voting yes, motion carried.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Bills List from June 1, 2019-June 10, 2019. MV: all voting yes, Graf abstained, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve the Board Secretary's and Cash Reports for the month ending April 30, 2019, as presented. RCV: Kemp, Knittel, 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.

**E. SUPERINTENDENT’S REPORT:**

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

- Leslie Ward - Custodian

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Jean Flynn	NJSBA Convention	\$320.00	10/21-10/24/19	262	-	10	\$342.00	-
Karen Graf	NJSBA Convention	\$320.00	10/21-10/24/19	262	-	10	\$342.00	-
Edward Kemp	NJSBA Convention	\$320.00	10/21-10/24/19	262	-	10	\$342.00	-
Jennifer Knittel	NJSBA Convention	\$320.00	10/21-10/24/19	262	-	10	\$342.00	-
Keith Neuhs	NJSBA Convention	\$320.00	10/21-10/24/19	262	-	10	\$342.00	-

Motion by Edward Kemp, seconded by Anita Smith, to approve the submission of the 2019-2020 ESEA Grant Application, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

- Title 1-A - \$35,625
- Title II-A - \$ 9,495
- Title IV-A - \$10,000

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the WTSD English Language Learners (ELLs) Action Plan, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Jennifer Knittel, to authorize the formation of the Affirmative Action Team to conduct the needs assessment and develop the 2019-2022 Comprehensive Equity Plan, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the 2019-2022 Comprehensive Equity Plan, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

Motion by, Edward Kemp, seconded by Anita Smith, to approve a change order for roof renovation at Port Colden School, not to exceed \$29,750 for additional material and labor due to decking material specifications. Change order to be offset by \$10,000 contingency and reduction in architect fees, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

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

WHEREAS, N.J.A.C. 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:

\$29,750 (change order Port Colden roof renovation)

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.

#### **F. PRINCIPALS' REPORT**

#### **G. TECHNOLOGY REPORT**

#### **H. CORRESPONDENCE:**

- Letter from Warren County Habitat for Humanity

#### **I. COMMITTEE MEETINGS:**

##### **Education:**

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the Book & Media List for the 2019-2020 school year, (attachment #12), as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

##### **Facilities:**

**NOTE: Bus evacuation drills were held at Brass Castle and Port Colden Schools on May 21, 2019.**

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Washington Township BOE (Warren County) Cafeteria Plan (Section 125 Plan), as amended, effective July 1, 2019, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve an addendum to the agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2019-2020 school year for a management fee of \$9,437.50 (1.9% increase) and breakeven, no-cost guarantee food service operations, including the management fee, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Jennifer Knittel, to accept the quotes for 2019-2020 ESY Special Education Transportation, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

<b>SNYDER BUS</b>	<b>BUS 19A</b>	<b>BUS 19B</b>
Route Cost	\$160.00/diem	\$169.00/diem
Aide Cost	\$ 29.00/diem	\$ 29.00/diem
Total Cost	\$189.00/diem	\$198.00/diem
Mileage Adjustment Cost	\$ 1.60 per mile	\$ 1.60 per mile
<b>GST</b>	<b>BUS 19A</b>	<b>BUS 18B</b>
Route Cost	\$168.49/diem	\$168.49/diem
Aide Cost	\$ 20.00/diem	\$ 20.00/diem
Total Cost	\$188.49/diem	\$188.49/diem
Mileage Adjustment Cost	\$ 0.98 per mile	\$ 0.98 per mile
<b>FIRST STUDENT</b>	No Quote	No Quote

Motion by Jennifer Knittel, seconded by Edward Kemp, to award the contract for the 2019-2020 ESY Special Education Transportation, as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

<b>GST</b>	<b>BUS 19A</b>	<b>BUS 18B</b>
Route Cost	\$168.49/diem	\$168.49/diem
Aide Cost	\$ 20.00/diem	\$ 20.00/diem
Total Cost	\$188.49/diem	\$188.49/diem

Motion (as amended) by Edward Kemp, seconded by Anita Smith, to authorize the Business Administrator to establish a reserves at year end. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Washington Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve and Maintenance Reserve accounts at year end, and

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$500,000 into the Capital Reserve Account.

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose

and that a transfer of such available funds are not to exceed \$500,000 into the Maintenance Reserve Account.

**NOW THEREFORE BE IT RESOLVED** by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**Finance & Policy:** No report

**Personnel:**

Motion by Anita Smith, seconded by Jennifer Knittel, to authorize the Superintendent to hire personnel during summer months upon verbal approval from the board of education president and chairperson of the personnel committee. The motion for approval of personnel will be brought to the board at the next scheduled board meeting. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

**J. 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.) – Elizabeth North provided positive feedback on her daughter's experience with Miss Bowbliss.

**K. EXECUTIVE SESSION** - if required as indicated in items a, b & i below. - None

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 due to the nature of Matters rendered confidential by Federal Law, State Law, or Court Rule, Individual privacy and 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. Anticipated action of HIB incident.

MV: unanimous, motion carried                      Time: 8:05 p.m.

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

MV: unanimous, motion carried                      Time: 8:24 p.m.

Motion by Anita Smith, seconded by Jennifer Knittel, to accept HIB Incident # BC051719, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf, all voting yes, motion carried.

**L. ADJOURNMENT**

Motion by Edward Kemp, seconded by Anita Smith, to adjourn.

MV: unanimous, motion carried      Time 8:24 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary