

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, August 26, 2019**

**7:30 p.m.**

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Minutes of August 26, 2019

Call to order by President.

Time: 7:32 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 June 21, 2019, to The Star Gazette and to the Clerk of Washington Township.

Flag Salute

Members in attendance: Edward Kemp, Jennifer Knittel, Lauren Schlaffer, Anita Smith- Vice President and Karen Graf-President. In addition, Keith T. Neuhs, Superintendent, Jean Flynn, Business Administrator and Jessica Garcia, Principal.

Members absent: Casey Grimm and Kimberley Morris. In addition, Michael Neu, Principal.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the minutes of July 11, 2019 as presented. MV: All voting yes, Schlaffer and Smith abstained, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the executive session minutes of July 11, 2019, as presented. MV: all voting yes, Schlaffer and 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 Edward Kemp, seconded by Lauren Schlaffer, to approve the Student Activity, Petty Cash and Cafeteria Account Reports, for the month ending June 30, 2019, as presented. MV: all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the attached transfers, 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 Bills List for August 2019, as recommended by the Superintendent. MV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the Board Secretary's and Cash Reports for the month ending June 30, 2019, as presented. RCV: Kemp, Knittel, 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 Edward Kemp, seconded by Lauren Schlaffer, to approve voiding the following , prior years, uncashed checks, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Check #	Check Date	Amount	Fund/Account
22357	05/14/2018	\$ 25.00	General
50783	10/20/2017	\$204.41	Payroll
50928	03/05/2018	\$ 0.01	Payroll
50973	07/20/2018	\$ 73.47	Payroll
1152	06/29/2018	\$ 26.00	Student Activity
1152	06/29/2018	\$ 26.00	Student Activity

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve 6<sup>th</sup> grade and/or inactive families with cafeteria account balances \$5.00 or less to be transferred into the Student Activity for Family Assistance Program. Balances greater than \$5.00 will be automatically refunded and mailed to the last known home address/or forwarding address (if provided), balances with sibling in district will be transferred to their sibling's cafeteria account, as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Monies Refunded	\$115.65
Monies Transferred to Student Activities - Family Assistance Program Fund	\$ 8.15
Monies Transferred to Sibling	\$ 5.40
Total	\$129.20

#### D. SUPERINTENDENT'S REPORT

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve Scott Esposito as a summer custodian, rate to be \$10.50 an hour, (4 hours per day), effective August 19, 2019, 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 Scott Esposito, as a full-time Custodian, rate to be \$14.00 an hour, effective on or about September 1, 2019, (upon completion of employment requirements and a 60-day probation period), 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 approve, with regret, the resignation of Ivan Wirhanowsky, part-time custodian, effective June 19, 2019, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

15. Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve Leslie Ward, as a part-time Custodian (3 hours per day- not to exceed 30 hours per week), rate to be \$11.00 an hour, effective September 1, 2019, pending satisfactory completion of employment requirements, 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 , with regret, the resignation of Lauren Brown, part-time Paraprofessional, effective July 26, 2019, 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 following substitute for the 2019-2020 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Lexie McKeivitt - School Nurse

Motion by Anita Smith, seconded by Edward Kemp, 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	Registration	Date	Mileag	Parking	Tolls	Lodging	Meals
Anissa Mikitiuk	Mindfulschools.org (online course)	\$550.00	9/19- 10/20/19	0	0	0	0	0

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve the following field trips (as amended) for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, 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	Destination
K	Turtle Back Zoo, West Orange, NJ
4	Liberty State Park, Ellis Island, Jersey City, NJ

Motion by Anita Smith, seconded by Edward Kemp, to approve the following clubs for the 2019-2020 school year, at a rate of \$27.00/hr. and \$30.00/hr. for homework club, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

BRASS CASTLE SCHOOL					
Club	Sponsor	Grade	# Students	Season	Sessions
Archery Club	Scism	5,6	20-24	TBD	32
B & W Band	Rizzo	5, 6	50	Year	67
Boys Running	Scism	5, 6	20-24	Spring	20
Chess	Drevitch	4, 5, 6	24	Winter	12
Coding	Galoppo	5 & 6	15	TBD	12
Craft & Game	McEvoy	K	30 (15 per group)	Spring	8
Debate	Drevitch/Mahon	5,6 (4 possibly)	8-32	Fall/Winter	16
Eco Kids Club	Paruta/Mikitiuk	4, 5, 6	25	Fall/Spring	16

	(Sub- Krukowski (para rate)				
Fall Sports – 4 <sup>th</sup> Gr.	Scism	4	20-24	TBD	6
Girls Running	Casserly/Peterson	5, 6	25	Spring	20
Golf	Penner	4, 5, 6	20	Spring	16
Green Screen	Mahon	5,6	20	Winter	12
Helping Hands	Hawk/Mikitiuk	4, 5, 6	30	Fall	8
Homework	Mitch/Casserly	4, 5, 6	12	Year	90
Jazz Band	Rizzo	6	20	Year	30
Panther Band	Rizzo	4, 5	50	Year	30
Reading Rockets	O'Cone	K (w/6 <sup>th</sup> gr. Helpers)	12	Winter/Spring	16
Robotics	Drevitch	6	8-12	Winter/Spring	12
Senior Program	Campbell/Pierson(para rate)	6	25	Year	9
Sewing	Kaiven	4,5,6	15	Fall/Winter	8
Spring Sports	Scism	4,5,6	20-24	TBD	8
Student Council	Graham	4,5,6,	22	Fall/Spring	16
Volleyball	Drevitch	4, 5, 6	12-36	Late Fall	12
Yearbook/Photo	Nisivoccia/Graham	6	25	Fall/Winter/Spring	
Zumba Club	Hulse/Campbell	4, 5	30	Winter	8
<b>PORT COLDEN SCHOOL</b>					
<b>Club</b>	<b>Sponsor</b>	<b>Grade</b>	<b># Students</b>	<b>Season</b>	<b>Sessions</b>
Adventures with Ozobot	Kupcha	1	12	TBD	8
Art	Giuliano	3	12	Fall	12
Crazy 8's (Math)	Carney	2	12	Fall	8
Drama	Cruts	1, 2,	25	Fall	12
Garden	Freitas	1,2	12	Spring	8
Golf	Borusovic	3	12	Fall	16
Homework	Sarah Bettenhausen (Subs -Nicole Campagna & Sue Graham)	1,2,3	12	Year	90
Lego	Kruger	2	12	TBD	8
Running	Starke	3	15	Fall	10
Science	DeFeo	1,2	15	Spring	8

Super Sphero	Kupcha	2	12	TBD	8
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Motion by Anita Smith, seconded by Edward Kemp, to approve the 2019-2020 District Goals, 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 Board Goals, 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 the WTSD Mentor Plan, Statement of Assurance (SOA), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Washington Township School District Mentor Plan – 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.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the WTSD Professional Development Plan, Statement of Assurance (SOA), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Washington Township School District Professional Development Plan – 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 \$12,000 to cover the costs associated with the district and school Professional Development Plans. Funding will be allocated for consultants, workshop registrations, supplies and substitute teachers. ESEA Title IIa funds, in the amount of \$9,495 will also be utilized to support these professional development plans.

Motion by Anita Smith, seconded by Edward Kemp, to approve the annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials 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 Lauren Schlaffer, seconded by Edward Kemp, to approve the PTA events at Meadow Breeze Park, in Washington Township for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

**E. PRINCIPALS’ REPORT**

**F. TECHNOLOGY REPORT**

**G. CORRESPONDENCE:**

- Email from Lauren Brown

**H. COMMITTEE MEETINGS:**

**Education Committee:**

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

- Financial Literacy

Motion by Jennifer Knittel, seconded by Anita Smith, to approve a Professional Services Contract with LinkIt!, for Data Warehousing, Analytics, Assessment Programming and Professional Development, in the amount of \$10,088 (ESEA Title II and Title IV funds to be utilized to support this program), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

**Facilities:**

Motion by Edward Kemp, seconded by Lauren Schlaffer, to accept the following quotes for Univent Replacement at Brass Castle School, Faculty Room, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>Iron Mountain Mechanical, LLC</b>	<b>Aerodyne Redmond</b>
\$17,995	\$ 23,850

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to award the contract for Univent Replacement at Brass Castle School, Faculty Room to Iron Mountain Mechanical, LLC, as noted below, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>Iron Mountain Mechanical, LLC</b>
\$ 17,995

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the change orders for Port Colden School Backflow Replacement, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>CHANGE ORDER #</b>	<b>CHANGE</b>	<b>AMOUNT</b>
CO-01	2 ft. Pipe Replacement	\$3,988.72
CO-02	Backflow Replacement	\$2,288.74

Motion by Anita Smith, seconded by Edward Kemp, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Q-4<sup>th</sup> Grade – Liberty State Park, Jersey City, NJ

<b>COMPANY</b>	<b># OF PASSENGERS</b>	<b>NUMBER OF BUSES</b>	<b>TOTAL COST</b>
Frank Martz Coach Co.	56	2 buses @ \$1,274	\$2,548
Panorama Tours, Inc.	55	2 buses @ \$1,140	\$2,280
Transbridge Lines	-	-	Sold Out

Motion by Edward Kemp, seconded by Lauren Schlaffer, to award the contract for Q-4<sup>th</sup> Grade class trip, Liberty State Park, Jersey City, NJ, as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>COMPANY</b>	<b># OF PASSENGERS</b>	<b>NUMBER OF BUSES</b>	<b>TOTAL COST</b>
Panorama Tours, Inc.	55	2 buses @ \$1,140	\$2,280

**Finance & Policy Committee:**

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the 1<sup>st</sup> reading of the following regulation (revision), as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

- R2624 – Grading System

Motion by Jennifer Knittel, seconded by Anita Smith, to approve Monarch Management Corporation, to provide voluntary Student Accident Insurance for the 2019-2020 school year as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Coverage Options	At School	24-Hour
Premier Plan	\$30.00	\$98.00
Economy Plan	\$20.00	\$64.00

**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 a, b, c, g, & I below.

Motion by Anita Smith, seconded by Edward Kemp, 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 affecting a specific, prospective or current employee, matters rendered confidential by federal law, state law, or court rule, individual privacy, collective bargaining agreements, pending or anticipated litigation, 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: 8:28 p.m.

Motion by Anita Smith, seconded by Jennifer Knittel, to return to open session.

MV: unanimous, motion carried                      Time: 8:56 p.m.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the negotiated agreement between the Washington Township Board of Education and the Washington Township Education Association, beginning July 1, 2019 and ending on June 30, 2022, as recommended by the Negotiation's Committee and the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve teacher's salaries as per the 2019-2022 Negotiated Agreement between the Washington Township Board of Education and the Washington Township Education Association, effective July 1, 2019 and ending on June 30, 2022, as recommended by the Negotiation's Committee and the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, motion carried.

**K. ADJOURNMENT:**

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

MV: unanimous, motion carried                      Time: 8:58 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary