

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, November 18, 2019

7:30 p.m.

Minutes of November 18, 2019

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 November 15, 2019 to The Star Ledger and the Clerk of Washington Township.

Flag Salute

Members in attendance: Casey Grimm, Edward Kemp, Jennifer Knittel, Kimberley Morris, Anita Smith-Vice President and Karen Graf-President. In addition, Keith T. Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia and Michael Neu, Principals

Members absent Lauren Schlaffer

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the minutes of October 14, 2019, as presented. MV: all voting yes, Knittel abstained, motion carried.

B. PUBLIC QUESTIONS & DISCUSSION : (Agenda Items) - None

C. SECRETARY'S REPORT:

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the Student Activity, Petty Cash and Cafeteria account reports for the month ending October 31, 2019, as presented. MV: all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Casey Grimm, to approve the line item transfers, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Casey Grimm, seconded by Jennifer Knittel, to approve the Bills List for November 2019. MV: all voting yes, motioned carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the Board Secretary's and Cash Reports for the month ending October 31, 2019, as presented. RCV: Grimm, Kemp, Knittel, Morris, 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 the

Treasurer; 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 Edward Kemp, to approve the restated Washington Township Board of Education 403(b) Plan Document, as required by IRS regulation. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

D. SUPERINTENDENT'S REPORT:

Motion by Edward Kemp, seconded by Kimberley Morris, to accept a request by Colleen Starke for maternity leave of absence, effective on or about January 2, 2020, through the last day of the 2019-2020 school year, (utilizing 19 sick days before the birth and 20 days after), with an anticipated return to work on or about the start of the 2020-2021 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Casey Grimm, to approve Brian Schubert, as a part-time Child Care Worker, for the 2019-2020 school year, effective November 12, 2019, at an hourly rate of \$13.00, not to exceed 10 hours per week, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Casey Grimm, seconded by Jennifer Knittel, to approve the following substitutes for the 2019-2020 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Teacher/Aide – Danielle Witt & Allison Wynn
Nurse – Claire Latourette
Childcare – Rachael Rhinehart

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the following field trips for the 2019-2020, school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, 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	Trip	Destination
2	Da Vinci Science Center	Allentown, PA
3	Echo Hill Park	Lebanon, NJ
5	NJ State Museum	Trenton, NJ

(The Board of Education will pay the transportation costs of the following trips):

GRADE	ACTIVITY	Destination
5&6	The Chelsea	Belvidere, NJ

6 th	All Star Band	North Warren Regional HS
6 th	Band, Chorus, Art	Warren Hills Regional HS

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

Staff Member	Type of Travel/Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Nicole Smith	BER-Conference for school-based SLP's	\$289.00	12/5/2019	92	-	-	-	-
Jennifer Borusovic	Best Practice in Special Education	\$30.00	11/14/19	45.3	-	-	-	-
Susan Graham	Bureau of Education & Research	\$279.00	1/9/20	45.3	-	-	-	-
Pamela Slack	Bureau of Education & Research	\$279.00	1/9/20	45.3	-	-	-	-

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the NJSBA Superintendent Evaluation tool for the 2019-2020, school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Casey Grimm, to approve the Warren County Technical School students (preschool) to volunteer in our Aftercare Program, on early dismissal days, 11/4, 11/5 and 11/6, 2019, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the following substitute for the 2019-2020 school year, at a rate of \$15.00/hr., pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Janet Cunningham - Childcare

E. PRINCIPAL'S REPORT:

F. TECHNOLOGY REPORT:

G. CORRESPONDENCE:

H. COMMITTEE REPORTS:

Education: None

Facilities:

Motion by Anita Smith, seconded by Edward Kemp, to rescind the following motion, (Transbridge Lines, Inc. was unable to fulfill bidding requirements), as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to award the contract for the Q-6th Grade class trip, Minskoff Theatre, NY, NY, as follows, as recommended by the Superintendent. RCV: Grimm, Kemp,

Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Transbridge Lines, Inc.	54 passenger	2 buses @ \$1,321	\$2,642
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Motion by Edward Kemp, seconded by Kimberley Morris, to award the contract, to the 2nd lowest bidder, for the Q-6th Grade class trip, Minskoff Theatre, New York, NY, as follows, as recommended by the Superintendent. RCV. Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Frank Martz Coach Co.	55 passenger	2 buses @ \$1,378	\$2,756
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Motion by Kimberley Morris, seconded by Casey Grimm, to accept the quotes for the following class trip, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Q-Kinder – Turtleback Zoo, East Orange, New Jersey

COMPANY	# OF PASSENGERS	NUMBER OF BUSES	TOTAL COST
GST Transport, Corp.	-	-	No Quote
Krapf School Bus-NJN, Inc.	54 passenger	2 @ 450.00 each	\$900.00
Snyders Bus Service, Inc.	-	-	Sold Out

Motion by Casey Grimm, seconded by Jennifer Knittel, to award the contract for the Q-Kinder Grade class trip, Turtle Back Zoo, East Orange, New Jersey, as recommended by the Superintendent. RCV. Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Krapf School Bus-NJN, Inc.	54 passenger	2 buses @ \$450.00	\$900.00
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Motion by Jennifer Knittel, seconded by Anita Smith, to approve the M-1 (Annual Maintenance Budget Amount Worksheet), as per N.J.A.C 6A:26A-4.1, to be submitted to the Executive County Superintendent, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the submission of the Comprehensive Maintenance Plan (CMP) for 2018-2019, 2019-2020, 2020-2021, as per 6A:26A-3.1 to the Executive County Superintendent, as presented and recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Finance & Policy Committee:

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the 1st reading of the following policies/regulations, Policy Alert 218, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

- P & R 1642 Earned Sick Leave Law (M) (New)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
- P & R 3218 Use, Possession, or Distribution of Substances (M) (Revised)
- P & R 4218 Use, Possession, or Distribution of Substances (M) (Revised)
- P 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)

- P 5517 School District Issued Student Identification Cards (Revised)
- P & R 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- P & R 7440 School District Security (M) (Revised)
- P 8600 Student Transportation (M) (Revised)
- R 8600 Student Transportation (Revised)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)
- P 8670 Transportation of Special Needs Students (M) (Revised)
- P 9210 Parent Organizations (Revised)
- P 9400 Media Relations (Revised)

Personnel: None

I. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business. (The public may speak for three (3) minutes on non-agenda items, unless they have requested to be on the agenda.) - **None**

J. EXECUTIVE SESSION - if required as indicated in items a, b, g, h, below

Motion by Kimberley Morris, seconded by Anita Smith, , 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, or Court Rule, Individual privacy, Pending or anticipated litigation and Attorney-client privilege. 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 on HIB incidents.

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

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

MV: unanimous, motion carried. Time: 8:47 p.m.

Motion by Anita Smith, seconded by Edward Kemp, to accept HIB incident BC110119, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Smith and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Anita Smith, to accept HIB incident BC102119, as recommended by the Superintendent. Grimm, Kemp, Knittel, Morris, 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: 8:49 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary