

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, June 8, 2020

7:30 p.m.

Minutes of June 8, 2020

Call to order by Superintendent

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 January 17, 2020, to The Star Gazette and to the Clerk of Washington Township.

Members in attendance: Casey Grimm, Edward Kemp, Jr.-Vice President, Jennifer Knittel, Kimberley Morris, Lauren Schlaffer, Anita Smith (7:38 pm) and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia and Michael Neu, Principals.

Members absent: none

Motion by Edward Kemp, seconded by Karen Graf, to approve the minutes of May 11, 2020 , as amended. MV: all voting yes, Grimm and Schlaffer abstained, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the executive session minutes of May 11, 2020, as presented. MV: all voting yes, Grimm and Schlaffer 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 Lauren Schlaffer, seconded by Casey Grimm, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending April 30, 2020, as presented. MV: all voting yes, motion carried.

Motion by Casey Grimm, seconded by Edward Kemp, to approve the attached transfers, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Karen Graf, to approve the Bills List from June 1, 2020-June 8, 2020. MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Lauren Schlaffer, to approve the Board Secretary's and Cash Reports for the month ending April 30, 2020, as presented. RCV: : Grimm, Kemp, Knittel, Morris, Schlaffer 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:

Anita Smith joined meeting - 7:38 p.m.

HIB Score Report

Motion by Anita Smith, seconded by Lauren Smith, to accept, with regret, the resignation of Kristina Navarro, Paraprofessional, effective June 30, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Casey Grimm, to approve Christina Richardson, Teacher, Step 8MA, salary to be \$61,355, upon completion of employment requirements, effective 2020-2021 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Lauren Schlaffer, seconded by Kimberley Morris, , to approve the following personnel for the 2020 Extended School Year Program, July 6-31, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Morris, Schlaffer, Smith and Graf, all voting yes, Knittel abstained, motion carried.

STAFF MEMBER	POSITION	RATE
Katherine Ferrara	OT	\$38.13
Shannon McEvoy	SE Teacher	\$38.13
Joan Pare	SE Teacher	\$38.13
Susan Peterson	SE Teacher	\$38.13
Genevieve Williams	BCBA	\$38.13

Bonnie Adamski	Home Instruction	\$50.00
Children's Therapy	PT	\$99.30
WCSSD	Speech	\$90.00

Motion by Casey Grimm, seconded by Edward Kemp, to approve summer hours for the following staff to service students who transfer in the district from July 1, 2020 through August 31, 2020, not to exceed four days, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Rebecca Whalen	LDTC
----------------	------

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the following 2020 summer custodians, at the summer hourly rate below, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

NAME	RATE
Michael Wassmuth	\$11.00/hr.
Robert Wassmuth	\$11.00/hr.

Motion by Jennifer Knittel, seconded by Casey Grimm, to approve Jessica Hewitt, a student at Centenary University, to observe 2 full days per week/fall 2020 and 15 weeks/spring 2021, as a student teacher at Brass Castle and Port Colden Schools, (teachers and classes to be determined), as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

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, Schlaffer, 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	NJASBO Annual Conference (Virtual)	\$275.00	6/1-6/5/20	-	-	-	-	-
Jean Flynn	NJASBO Annual Conference - Atlantic City	0	10/18-10/21/20	292	\$10.00	\$10.00	\$220.00	-

Motion by Karen Graf, seconded by Jennifer Knittel, to approve the submission of the 2020-2021 ESEA Grant Application, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Title 1-A	\$36,391
Title II-A	\$ 6,580
Title IV-A	\$10,000
Total	\$52,971

Motion by Jennifer Knittel, seconded by Anita Smith, to apply for the FY2021 IDEA Grant and accept the grant award funds, upon approval of the FY2021 IDEA application, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Basic	\$146,675
Preschool	\$ 10,965

Motion by Edward Kemp, seconded by Anita Smith, to approve the following resolution, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, 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 by 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 2020-2021 school year.

Motion by Casey Grimm, seconded by Jennifer Knittel, to approve a healthcare staffing agreement between the Washington Township Board of Education and the Loving Care Agency, Inc. d/b/a/ Aveanna Healthcare to provide one-on-one nursing services on school campus or offsite for a school sponsored event, including transportation, at the following rates, for the 2020-2021 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

- \$60.00 per hour for services rendered by an RN
- \$50.00 per hour for services rendered by an LPN

Motion by Karen Graf, seconded by Jennifer Knittel, to approve a healthcare staffing agreement between the Washington Township Board of Education and Bayada Home Health Care, Inc. to provide substitute school nursing, for the 2020-2021 school year, at the following rates, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

- \$62.00 per hour for services rendered by an RN
- \$52.00 per hour for services rendered by an LPN

Motion by Anita Smith, seconded by Edward Kemp, to approve, Eclectic Architecture, LLC proposal for professional preservation consulting services, in the amount of \$3,500, to complete grant application to the Warren County Municipal and Charitable Conservancy Trust Fund to address some maintenance and structural projects at the Port Colden Old Schoolhouse (grant request 75%/Match 25%), as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve to apply for the FY2020 Warren County Municipal and Charitable Conservancy Trust Fund to provide maintenance and structural improvements at the Port Colden Old Schoolhouse, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve to apply for the FEMA Public Assistance Grant- COVID-19 Pandemic DR-4488, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Casey Grimm, to approve to apply for the Alyssa's Law school security grant authorized by the Securing Our Children's Future Bond Act, P.L. 2018, c.119 in the amount of \$21,561 towards panic alarms for school buildings, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Casey Grimm, seconded by Jennifer Knittel, to approve to apply for the CARES Act Elementary and Secondary School Emergency Relief (ESSER) Fund in the amount of \$28,890 to support areas impacted by the disruption and closure of schools from COVID-19, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve to apply for Small, Rural School Achievement (SRSA) funding through the Rural Education Achievement Program (REAP) in the amount of \$34,175 to support our school-wide technology upgrade for needed classroom and remote learning needs, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve to pay nonpublic or choice parents/guardians who are eligible for Transportation Aid (Aid In Lieu) to receive the prorated amount (\$1,000 divided by 180 days= \$5.55 per day) for the number of school days prior to the start of remote learning effective on or about March 16, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the increase of the Qualified Purchasing Agent bid threshold limit effective July 1, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

WHEREAS, Jean Flynn, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate.

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to **\$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$44,000** for the Board of Education, and further authorizes Jean Flynn, School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Motion by Edward Kemp, seconded by Jennifer Knittel, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent. RCV Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

WHEREAS, NJS A 18A:21-2, NJS A 18A:7G-31, and NJS A 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.

Motion by Anita Smith, seconded by Edward Kemp, to authorize the Superintendent to make line item and fund balance transfers thru June 30, 2020, transfers to be approved by the Board at the next board meeting. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Karen Graf, to authorize the Business Administrator to establish an accounts payable for all 2019-2020 purchase orders which have been received but have not been paid by June 30, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to authorize the Business Administrator to establish a reserve account for encumbrances for all the 2019-2020 purchase orders which have been encumbered but not received by June 30, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve to out of district placement of Student ID#12520319 to begin 06/09/2020 at Montgomery Academy for the remainder of the 2019/2020 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the following personnel for the 2020 Extended School Year Program, July 6-31, 2020, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

STAFF MEMBER	POSITION	RATE
Toni Smith	SE Teacher	\$38.13

E. PRINCIPALS' REPORT

F. TECHNOLOGY REPORT

G. CORRESPONDENCE:

H. COMMITTEE MEETINGS:

Education:

Facilities:

Motion by Anita Smith, seconded by Edward Kemp, to set the school lunch prices for 2020-2021 school year, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	2020-2021	2019-2020
Student Lunch	\$3.10	\$3.00
Extra Entrée w/lunch	\$2.10	\$2.00
Student Entrée Only	\$2.35	\$2.25
Milk	\$0.60	\$ 0.60
Adult Lunch	\$3.60	\$3.50
Adult Entrée Only	\$3.00	\$2.90
Reduced Lunch	\$0.40	\$0.40
Student Breakfast	\$1.60	\$1.50
Adult Breakfast	\$2.10	\$2.00
Reduced Breakfast	\$0.30	\$0.30

Motion by Edward Kemp, seconded by Anita Smith, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2020 – June 30, 2021 for the sum of \$99,520, as recommended by the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Finance & Policy:**Personnel:**

Motion by Casey Grimm, seconded by Anita Smith, 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: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the utilization of district developed evaluation tool for the evaluation of the Superintendent, for the 2019-2020 school year, as agreed upon by the Superintendent and the Board of Education. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

I. 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.) - NONE

J. 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 due to the nature of 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/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. Superintendent evaluation will be presented to Superintendent.

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

Jean Flynn, Keith Neuhs, Jessica Garcia and Michael Neu left meeting at 9:23 p.m.
Jean Flynn and Keith Neuhs returned to meeting 9:30 p.m.

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

MV: unanimous, motion carried Time: 9:30 p.m.

Motion by Anita Smith, seconded by Casey Grimm, to approve the negotiated agreement between the Washington Township Board of Education and the Washington Township Education Association (Paraprofessional Unit), commencing July 1, 2020 and terminating on June 30, 2023, as recommended by the Negotiation's Committee and the Superintendent. RCV: Grimm, Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to acknowledge completion of Keith T. Neuhs' Superintendent Evaluation, on June 8, 2020, as recommended by the Board. RCV: Grimm, Kemp, Knittel, Morris, 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: 9:32 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary