

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, July 13, 2020

7:30 p.m.

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Minutes of July 13, 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: Edward Kemp, Jr.-Vice President, Jennifer Knittel, Kimberley Morris, Lauren Schlaffer, Anita Smith and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia and Michael Neu, Principals.

Members absent: Casey Grimm

**B. PUBLIC HEARING: NONE**

Motion by Anita Smith, seconded by Edward Kemp, to approve the minutes of June 8, 2020, as presented. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the executive session's minutes of June 8, 2020, as presented. MV: all voting yes, motion carried.

**C. PUBLIC QUESTIONS AND DISCUSSION: (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 Anita Smith, seconded by Edward Kemp, to approve the Student Activity, Petty Cash, and Cafeteria Account Reports for the month ending May 31, 2020, as presented. MV: all voting yes, motion carried.

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

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve the Bills List from June 9, 2020 to June 30, 2020. MV: all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the July 2020 Bills List. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Karen Graf, to approve the Board Secretary’s and Cash Reports for the month ending May 31, 2020, as presented. RCV: Kemp, Knittel, Morris, 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 Karen Graf, seconded by Anita Smith, to approve voiding the following , prior year’s uncashed check, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Check #	Amount	Fund/Account
22097	\$ 45.38	General

Motion by Anita Smith, seconded by Edward Kemp, to approve 6th 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, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Monies Refunded	\$300.97
Monies Transferred to SA-Family Assistance	\$ 21.80
Monies Transferred to Sibling	\$642.35
TOTAL	\$965.12

**E. SUPERINTENDENT’S REPORT:**

- **Presentation - School Reopening Plan**

Victoria Anthony asked “how do you handle when a parent doesn’t feel comfortable sending their child to school?” Superintendent responded.

Lauren Byrne asked “what are the guidelines for quarantine at different exposure levels?” Superintendent responded.

Motion by Edward Kemp, seconded by Anita Smith, to approve the submission of the School Reopening Plan to the County Department of Education for review. Changes or amendments to the plan will be approved at the following Board of Education Meeting, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

Motion by Lauren Schlaffer, seconded by Jennifer Knittel, to approve a change in preparation classification, for Shannon McEvoy, from BA+30 to MA (pending final conferred degree), salary to be \$58,990, effective September 1, 2020), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Karen Graf, seconded by Anita Smith, to approve the voluntary building transfers for the following staff members, for the 2020-2021 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

<b>STAFF MEMBER</b>	<b>TITLE</b>	<b>FROM</b>	<b>TO</b>
Deborah Corrado	Paraprofessional	Brass Castle School	Port Colden School
Cynthia Daniel	Paraprofessional	Port Colden School	Brass Castle School
Colleen Morea	Paraprofessional	Brass Castle School	Port Colden School
Agatha Russo	Paraprofessional	Brass Castle School	Port Colden School
Courtney Ward	Paraprofessional	Brass Castle School	Port Colden School

Motion by Anita Smith, seconded by Edward Kemp, to approve, Grace Momadi, as a part-time Custodian/Childcare Worker, for the 2020-2021 school year, upon completion of employment requirements, rate to be \$12.00 hr., effective on or about 9/1/2020, not to exceed 30 hours per week, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve the following substitutes for the 2020-2021 school year, pending satisfactory completion of employment requirements (if applicable), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Anthony-Iosue, Sandra	Polhemus, Deborah
Balzer, Marilyn	Robinson, Cody (custodian)
Dicheck, Victoria	Samela, Susan
Graham, Sean	Schubert, Brian
Latourette, Claire (nurse)	Seagraves, Tina
Lee, Ann Marie	Thompson, Christine
Lyons, Margaret	Tubman, Shannon
Maiolino-Roberts, Dana (nurse)	Wassmuth, Michael
Perna, Patti (nurse)	Wiessler, Karen

Motion by Karen Graf, seconded by Anita Smith, to approve the Oxford Township Board of Education to explore the possibility of joining the Warren Hills Regional (the approval is only for a feasibility study and does not authorize school district to join the Warren Hills Regional), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Smith and Graf, all voting yes, Schlaffer abstained, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to accept the ExxonMobil Volunteer Grant, in the amount of \$1,500 on behalf of ExxonMobil volunteers, Fred and Karen Graf, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve the Comprehensive Equity Plan Statement of Assurance for 2020-2021, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve R&L 2020-2021 payroll and related services agreement (2.57 % increase), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Per Payroll Charge	\$361.00
Additional Payroll Charge	\$361.00
W-2 Preparation & Filing Cost	\$150.00 plus \$7 per each W-2 prepared

**F. PRINCIPAL’S REPORT:**

**G. TECHNOLOGY REPORT:**

**H. CORRESPONDENCE:**

- Letter from Colleen Starke
- Letter from Ann Kilduff, RMC, Township Clerk
- Letter from ExxonMobil

**I. COMMITTEE MEETINGS:**

**Education Committee:**

Motion by Anita Smith, seconded by Edward Kemp, to approve the purchase of new Language Arts textbooks, Reading Fundamentals, Grades 2-4, cost of \$43,870.16 (includes shipping cost \$2,089.06), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**Facilities Committee:**

Motion by Edward Kemp, seconded by Kimberley Morris, to accept the following quotes for replacement kitchen cabinets and countertop replacement at Brass Castle School (due to asbestos removal), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Kitchen Art Cabinetry</b>	<b>Lee Distributors, Inc.</b>
Kitchen cabinets/quartz countertop	\$16,950.00	\$19,548.00

Motion by Lauren Schlaffer, seconded by Anita Smith, to award the contract for replacement kitchen cabinets and countertop replacement at Brass Castle School (due to asbestos removal), as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Kitchen Art Cabinetry</b>
Kitchen cabinets/quartz countertop	\$16,950.00

Motion by Karen Graf, seconded by Anita Smith, to accept the following quotes for replacement of Brass Castle Main Office reception desk, cabinetry, and countertop (due to asbestos removal), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Kitchen Art Cabinetry</b>	<b>Lee Distributors, Inc.</b>
Reception desk, cabinetry, and countertop	\$16,750.00	\$5,909.07

Motion by Anita Smith, seconded by Edward Kemp, to award the contract for replacement Brass Castle Main Office reception desk, cabinetry, and countertop (due to asbestos removal), as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Lee Distributors, Inc.</b>
Reception desk, cabinetry, and countertop	\$5,909.07

Motion by Edward Kemp, seconded by Kimberley Morris, to accept the following quotes for painting of halls and 9 rooms at Brass Castle School, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>CTQ Quality Painting &amp; Carpentry</b>	<b>RKB Painting</b>
painting of halls and 9 rooms	\$11,500	\$13,600.00

Motion by Lauren Schlaffer, seconded by Kimberley Morris, to award the contract for painting of halls and 9 rooms at Brass Castle School, as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>CTQ Quality Painting &amp; Carpentry</b>
painting of halls and 9 rooms	\$11,500

Motion by Anita Smith, seconded by Edward Kemp, to accept the following quotes for door replacement at Brass Castle and Port Colden Schools, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Door Hardware Installation, LLC</b>	<b>Hahr-Construction</b>
Boiler & Stage Door (Brass Castle)	\$7,290.00	\$9,500.00
Main Entrance Door (Port Colden)	\$9,735.00	\$13,500.00
Kitchen Door (Port Colden)	\$1,450.00	\$2,500.00

Motion by Anita Smith, seconded by Karen Graf, to award the contract for door replacement at Brass Castle and Port Colden Schools, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

	<b>Door Hardware Installation, LLC</b>
Boiler & Stage Door (Brass Castle)	\$7,290.00
Main Entrance Door (Port Colden)	\$9,735.00
Kitchen Door (Port Colden)	\$1,450.00

**Finance & Policy Committee: NONE**

**Personnel Committee Report: NONE**

**J. 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.)

**K. EXECUTIVE SESSION:** - if required as indicated in items \_\_\_\_\_ below. - NONE

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ 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. 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:                      Time: \_\_\_\_\_

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to return to open session.

MV:                      Time: \_\_\_\_\_

**L. ADJOURNMENT:**

Motion by Anita Smith, seconded by Kimberley Morris, to adjourn.

MV: unanimous, motion carried              Time: 8:57 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary