

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, October 5, 2020

7:30 P.M.

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**Minutes of October 5, 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.

Flag Salute

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:**

- a. As per Public Law 6A:16-2.1 each school district shall, in consultation with their school physician, create a District Nursing Services Plan. The plan shall be adopted annual during a public hearing conducted at a regular board of education meeting: Nursing Services Plan

Motion by Anita Smith, seconded by Edward Kemp, to approve the Nursing Services Plan for 2020-2021, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, 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.)

Motion by Edward Kemp, seconded by Karen Graf, to approve the minutes of September 14, 2020, as presented. MV: all voting yes, Schlaffer abstained, motion carried.

**D. SECRETARY'S REPORT:**

Motion by Anita Smith, seconded by Edward Kemp, to approve the Student Activity and Petty Cash Account Reports, for the month ending August 31, 2020, as presented. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Lauren Schlaffer, to approve the line item 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 Karen Graf, to approve the Board Secretary's and Cash Reports for the month ending August 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.

**E. SUPERINTENDENT'S REPORT:**

Motion by Anita Smith, seconded by Edward Kemp, to approve the following substitute for the 2020-2021 school year, pending satisfactory completion of employment, as recommended by the Superintendent. RCV: Kemp, Knittel, Schlaffer, Smith and Graf, all voting yes, Morris abstained, motion carried.

- Steven Morris – Custodian

Motion by Edward Kemp, seconded by Jennifer Knittel, to the following EpiPen/Auvi-Q delegates for the 2020-2021 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

- Lisa Galoppo
- Stephen Scism

Motion by Karen Graf, seconded by Lauren Schlaffer, to approve intermittent remote work assignment for employee #4066, effective September 28, 2020 through December 31, 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 Anita Smith, to approve Katelyn Lopez, a student at East Stroudsburg University, to observe special education classes, for two weeks (2 hours per day, 2 days per week) at Port Colden and Brass Castle School, (date, teacher and class TBD), 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 Danielle Yawger, a student at Centenary University, for four hours of observation, with Patricia Romel, Teacher at Brass Castle School, (date and class TBD), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

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

Staff/Board Member	Type of Travel/Workshop	Registration Fee	Date	Mileage RT	Parking	Tolls	Meals	Lodging
Administrators Facilities Coordinator Full Board	NJ School Board Association Virtual Annual Meeting	\$900.00	10/20- 10/22/20	N/A	N/A	N/A	N/A	N/A

Motion by Anita Smith, seconded by Edward Kemp, to approve \$24,300 of Susan Graham’s salary to be funded by the 2020-2021 ESEA Federal Grant, 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 annual update of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (to be appended to the Uniform State Memorandum of Agreement 2019), for the 2020-2021 school year, 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 annual Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for school year, 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 a tuition contract for the 2020-2021 school year, with Warren Glen Academy, for student # 15165919, in the amount of \$43,054.02 (159 days @ \$270.78), effective October 1, 2020 through June 30, 2021, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by, Edward Kemp, seconded by Jennifer Knittel, to accept the FY 2021 Coronavirus Relief Fund (CFR) Grant in the amount of \$20,718 to assist with defraying costs associated with reopening school in the wake of COVID-19 pandemic, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**F. PRINCIPAL’S REPORT:**

**G. TECHNOLOGY REPORT:**

**H. CORRESPONDENCE:**

- Letter from Thomas J. Graham IV
- Letter from School Alliance Insurance Fund (SAIF)/\$2,500 credit on general liability

**I. COMMITTEE REPORTS:**

**Education:** NONE

**Facilities:**

Motion by Anita Smith, seconded by Edward Kemp, to approve Delivery Service Agreement with Maschio’s Trucking, LLC to provide pickup and delivery of USDA Commodities, 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 accept the following quotes for emergency replacement of an ASME certified water heater at Port Colden School, (including labor and material), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

IRON MOUNTAIN MECHANICAL, LLC	MECHANICAL PRESERVATION ASSOCIATES
\$11,500.00	\$12,900.00

Motion by Lauren Schlaffer, seconded by Karen Graf, to award the contract for emergency replacement of an ASME certified water heater at Port Colden School, (including (including labor and material) to Iron Mountain Mechanical, LLC, in the amount of \$11,500.00, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

**Finance:**

21. Motion by Anita Smith, seconded by Karen Graf, to approve the 1<sup>st</sup> reading of the following policies (policy alert 221) , as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

- 1648 Restart and Recovery Plan (revised)
- 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction

**Personnel:** 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 a,b,h, 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 by Federal Law, State, Law, or Court Rule, Individual privacy, Attorney-client privilege and 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: 8:13 p.m.

Motion by Karen Graf, seconded by Anita Smith, to return to open session.

MV: unanimous, motion carried                      Time: 8:35 p.m.

Motion by Anita Smith, seconded by Edward Kemp, to accept HIB incident PC92120, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Karen Graf, to accept, with regret, the resignation of Thomas J. Graham V, Social Studies Teacher, effective, as soon as practicable, but no later than November 22, 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 a Federal Medical Leave Act (FMLA) leave, for employee #4273, effective September 18, 2020 through December 11, 2020, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Schlaffer, Smith and Graf, all voting yes, motion carried.

Karen Graf reported that someone brought to her attention that a farm that was sold is looking to build houses but wants to be considered for a pilot program.

**L. ADJOURNMENT:**

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

MV: unanimous, motion carried.                      Time: 8:46 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary