

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, December 9, 2019**

**7:30 P.M.**

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**Minutes of December 9, 2019**

Call to order by President.

Time: 7:30 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 11, 2019 to The Star Gazette and the Clerk of Washington Township.

**Flag Salute**

Members in attendance: Edward Kemp, Jennifer Knittel, 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: Casey Grimm, Kimberley Morris and Lauren Schlaffer

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the minutes of November 18, 2019, as presented. MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the executive minutes of November 18, 2019, as presented. MV: all voting yes, motion carried.

**C. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items) - None**

The public may speak for three (3) minutes on agenda items, unless they have requested to be on the agenda.

**D. SECRETARY'S REPORT**

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

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

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the Bills List for December 2019. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve the Board Secretary's and Cash Reports for the month ending November 30, 2019, as presented. RCV: Kemp, Knittel, 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.

## **E. SUPERINTENDENT'S REPORT**

Motion by Anita Smith, seconded by Edward Kemp, to accept the resignation, with regret, of Angelina Briganti (Paraprofessional), effective December 6, 2019, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve Christina Richardson, as a Long-Term Substitute Teacher, for maternity leave replacement, Step 1 BA, salary to be \$50,120 (pro-rated), for the 2019-2020 school year, pending satisfactory completion of hiring requirements, effective on or about December 16, 2019, through last day of school, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve Emily Bussard, as a part-time Childcare Worker, for the 2019-2020 school year, pending satisfactory completion of hiring requirements, effective on or about December 9, 2019, at an hourly rate of \$12.00, not to exceed 30/hrs. per week, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the following substitute for the 2019-2020 school year, at an hourly rate of \$12.00, pending satisfactory of completion of hiring requirements, as recommended by the Superintendent. RCV: : Kemp, Knittel, Smith and Graf all voting yes, motion carried.

- Christina Galindo - Custodian

Motion by Edward Kemp, seconded by Anita Smith, to approve maternity leave for Courtney Ward (Paraprofessional), effective on or about December 20, 2019, and returning September 2020, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve a medical leave of absence for Maryann Argus, (Childcare Worker), effective November 18, 2019, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve the 2019-2020 shared services agreement between Washington Township Board of Education and Oxford Township Board of Education for the Cluster Curriculum Writing, at an annual fee of \$1,300, a recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

**B. PRESENTATION:**

- Audit presentation by Anthony Ardito, Auditor – Ardito & Company, LLP

2. Motion by Anita Smith, seconded by Jennifer Knittel, to accept the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings; Financial , Compliance and Performance, for the fiscal year ending June 30, 2019 and note that there were no audit recommendations. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

**F. PRINCIPAL'S REPORT****G. TECHNOLOGY REPORT****H. CORRESPONDENCE:**

- Letter from Jersey Central Power & Light

**I. COMMITTEE REPORTS****Education:****Facilities:****Finance & Policy Committee:**

16. Motion by Edward Kemp, seconded by Anita Smith, the approve the 2<sup>nd</sup> reading and adoption of the following policies and regulations, Policy Alert 218, as recommended by the Superintendent. RCV: Kemp, Knittel, 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)

Motion by Anita Smith, seconded by Jennifer Knittel, to approve the submission of the 2019 IDEA Amendment 1 (Amendment 1 is to carry-over 2018-2019 unused funds – these Non-Public unspent funds total \$8,887 (\$4,075 being carryover to Public and \$4,812 to Non- Public), as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Cooperative Pricing System Agreement, NJEdge.Net. Inc, Edge Market Cooperative Pricing System, (attachment #11) effective November 1, 2019 through October 31, 2024, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Anita Smith, to approve a resolution (attachment #11), authorizing the Washington Township Board of Education to enter into a Cooperative Pricing Agreement, effective November 1, 2019 through October 31, 2024, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Anita Smith, to approve the School Safety and Security Plan Annual Review Statement of Assurance, for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

Motion by Anita Smith, seconded by Edward Kemp, to approve the Health and Safety Evaluation of School Buildings Checklist, Statement of Assurance, for the 2019-2020 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Smith and Graf all voting yes, motion carried.

**Personnel: - None**

**J. 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**

**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 Edward Kemp, to adjourn.

MV: unanimous, motion carried Time: 8:12 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary