

Washington Township Board of Education

District Re-Organization & Regular Meeting

Monday, May 10, 2021

7:30 pm

A. AGENDA

1. Call to order by President: Time: _____

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance 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 14, 2021, to the Express Times and the Clerk of Washington Township.

2. Roll Call

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Present							

3. Flag Salute

Re-Organization Motions:

4. Motion by _____, seconded by _____, to move the following motions for approval as recommended by the Superintendent. (a-hh)

- a. To adopt the following Mission Statement:

It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Student Learning Standards at all grade levels.

- b. To approve the adoption of the 2021-2022 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle.
- c. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.
- d. To establish the agenda for the 2021-2022 school year as follows:
Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Cash Report, Superintendent Report, Principal's Report, Technology Report, Correspondence, Committee Reports Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.
- e. To adopt the Washington Township School District Policy and Regulations manuals.
(That in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)
- f. To approve the Washington Township School District Job Description Manual.
- g. To approve the following finance appointments/re-appointments for the 2021-2022 school year.

Board Secretary	Jean Flynn
Custodian of Public Records	Jean Flynn

Title 9 Compliance Officer for Contracts	Jean Flynn
Flexible Spending Account Administrator	Jean Flynn
Public Agency Compliance Officer	Jean Flynn
Purchasing Agent	Jean Flynn

- h. To approve the following Education and Personnel appointments/re-appointments for the 2021-2022 school year.

504 Case Manager	Deborah Tierney
504 Coordinator Manager	Jessica Garcia
Accountability Officer/IDEA	Jessica Garcia
Accountability Officer/ESSA	Keith Neuhs
Affirmative Action Officer	Keith Neuhs
AHERA Coordinator	Michael Angeloni
Anti-Bullying Coordinator	Deborah Tierney
Anti-Bullying Specialist	Jennifer Borusovic
Attendance Officer	Keith Neuhs
Asbestos Management Officer	Michael Angeloni
Chemical Hygiene Officer	Michael Angeloni
Civil Rights Officer	Keith Neuhs
District Testing Coordinator	Keith Neuhs
Emergent Services	St. Luke's Warren Hills Family Practice
HCS/Right to Know Contact	Michael Angeloni
Health and Safety Designee	Michael Angeloni
Indoor Air Quality Officer	Michael Angeloni
Liaison for Homeless Children	Jessica Garcia
School Safety Coordinator	Keith Neuhs
Substance Awareness Coordinator	Jennifer Borusovic
Title 9 Compliance Office	Keith Neuhs

- i. To appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2021-2022 school year.
- j. To approve Maureen Miller, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- k. To approve the bid threshold at \$44,000 and quote threshold at \$6,600 as per 18A:18A-3.
- l. That Fulton Bank be used as depository of school funds.
- m. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy.
- n. To establish a Petty Cash Fund in the amount of \$250.00 for the 2021-2022 school year and that checks for the Petty Cash Account, reimbursed by the Board, and checks for the school Student Activity, Cafeteria Account, Port Colden School House Fund, Child Care Account, and JUCITF (SUI) Account be signed by the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy.
- o. That checks for the regular checking account be signed by the President or alternate and the Board Secretary. Board President signature stamp to be used in accordance with Board Policy.
- p. That checks for the Board President or Vice-President sign the payroll and agency accounts in the absence of the President. Board President's signature stamp to be used in accordance with Board Policy.
- q. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- r. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Broker.
- s. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Broker.
- t. To appoint Ameriflex, as the Flexible Spending Broker of record.
- u. To designate The Express Times (primary) The Star Ledger (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising.

- v. To appoint PlanConnect as our third-party administrator for our 403(b) Plan.
- w. To approve the following 403b Plan Investor Providers for the 2021-2022 school year.

FTJ Fund Source	Security Benefit
Lincoln Investments	The Legend Group
Oppenheimer	

- x. To approve the following 403b Plan Financial Advisors for the 2021-2022 school year.

Jeffrey Febbo	Patrick O’Keefe
Stephen Frazer	Jonathan H. Peck

- y. To approve the following Disability Insurance Plans.

Prudential Insurance –Teachers, Administrators, Support Staff
The Hartford – Administrators, Support Staff

- z. To authorize the Superintendent to dispose of equipment.
- aa. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15th of the month or to secure a discount if paid within a certain time period and to adopt the 25th of the month to be the cutoff date for receiving bills for the payment of the next months’ bills.
- bb. To designate the Superintendent to approve budget line-item transfers between Board Meetings to be ratified by the Board at their regular meeting regular meeting as per N.J.S.A.18A:22-8.1.
- cc. To approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts and Cooperative Purchasing Programs, for the 2021-2022 school year.
- dd. To approve the Washington Township Pest Management Plan.
- ee. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.
- ff. To set the substitute rates for the 2021-2022 school year as listed.

POSITION	DAILY RATE
Clerical	\$ 12.00/\$13.00 (1/1/22)
Custodian	\$ 12.00/\$13.00 (1/1/22)
Paraprofessional	\$ 85.00
Nurse	\$175.00
Teacher	\$ 90.00

- gg. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
- hh. To approve the following tuition rates for the 2021-2022 school year.

Pre-School/Kindergarten	\$16,660
Grades 1-5	\$19,999
Grade 6	\$20,777
LLD	\$47,206
MD	\$19,802
Pre-K Disability/part-time	\$25,906

5. Motion by _____, seconded by _____, to approve the minutes of April 26, 2021, as presented. MV:

6. Motion by _____, seconded by _____, to approve the executive session minutes of April 26, 2021, as presented. MV:

B. PUBLIC QUESTIONS: (agenda items)

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

C. SECRETARY’S REPORT:

7. Motion by _____, seconded by _____, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending March 31, 2021, as presented. MV:

8. Motion by _____, seconded by _____, to approve line-item transfers, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

9. Motion by _____, seconded by _____, to approve the Bills List for May 2021. MV:

10. Motion by _____, seconded by _____, to approve the Board Secretary's and Cash Reports for the month ending March 31, 2021 RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

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 Cash Reports 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 over expended 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

11. Motion by _____, seconded by _____, to approve the following personnel for the 2021 Extended School Year Program, July 5-30, 2021, 8:30-12:30 p.m., as recommended by the Superintendent. RCV:

STAFF MEMBER	POSITION	RATE
Deborah Dunlap	Paraprofessional ABA	\$15.95
Sheridan Mecca	Paraprofessional ABA	\$18.05
Colleen Morea	Paraprofessional ABA 2	\$22.95
Agatha Russo	Paraprofessional	\$13.75
Ann Marie Schulte	Paraprofessional ABA	\$16.10
Courtney Ward	Paraprofessional ABA 2	\$17.95
Lauren Weaver	Paraprofessional ABA	\$15.60

Sue Graham	Teacher /Reading Intervention	\$38.13
Courtney Maurer	SE Teacher	\$38.13
Shannon McEvoy	SE Teacher	\$38.13
Ruth O'Cone	SE Teacher	\$38.13
Susan Peterson	SE Teacher	\$38.13

Joan Reape-Pare	SE Teacher	\$38.13
Toni Smith	SE Teacher	\$38.13

Bonnie Adamski	Home Instruction	\$50.00
Children's Therapy	Physical Therapy	\$100.00
Children's Therapy	Speech Therapy	\$95.00
Katherine Ferrara	OT	\$38.13
Dana Roberts	Nurse	\$38.13
Genevieve Williams	BCBA	\$38.13

Dawn Andrews	Substitute-Paraprofessional	\$14.10
Noreen McGeary	Substitute - Nurse	\$38.13
Brian Schubert	Substitute - Teacher/Paraprofessional	\$38.13
Pamela Slack	Substitute-Teacher/Paraprofessional	\$38.13

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to place the following classified students in the Washington Township Extended School Year Program, Brass Castle School, July 5-July 30, 2021, 8:30-12:30 p.m. as recommended by the Superintendent. RCV:

2021 ESY STUDENTS
14536439, 15269503, 15264310

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

13. Motion by _____, seconded by _____, to approve the following substitute for the 2020-2021 school year, pending satisfactory completion of employment requirements, as recommended by the Superintendent. RCV:

- Jessica Hewitt – Teacher/Paraprofessional

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve the following Independent Therapists, for the 2021-2022 school year, as recommended by the Superintendent. RCV:

Bonnie Adamski	Home ABA Therapist/Teacher	\$ 50.00/hr.
Children's Therapy Services	Physical Therapy	\$100.00/hr.
Children's Therapy Services	Speech Therapy	\$ 95.00/hr.

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schläffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

15. Motion by _____, seconded by _____, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2021-2022 school year with an administrative cost of 4%, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schläffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve the 2021-2022, Independent Evaluators and Reasonable Rates (attachment 9), as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schläffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to approve the following resolution, as recommended by the Superintendent. RCV:

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 on 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 2021-2022 school year.

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schläffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

18. Motion by _____, seconded by _____, to approve the Marzano Teacher Evaluation Model , for teacher evaluations, for the 2021-2022 school year, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schläffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

19. Motion by _____, seconded by _____, to approve the AchieveNJ Principal and Asst/Vice Principal Evaluation Model, for principal evaluations, for the 2021-2022 school year, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schläffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to award the Network IT Service Agreement, for \$56,100, to The JDM Group, as recommended by the Superintendent, RCV:

(Note: contract was bid and awarded through E-rate processes based on matrix assessment).

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to approve PL2015, (attachment 10) as recommended by the Superintendent. RCV:

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

22. Motion by _____, seconded by _____, to award the following contracts without competitive bidding as professional services, for the 2021-2022 school year, pursuant to N.J.S.A. 18A:18A-5a(1), as recommended by the Superintendent. RCV:

SERVICE	AWARDED TO
Applied Behavioral Analysis (ABA)	Bonnie Adamski
Architect	Gianforcaro, Architects/Engineers
Auditor	Anthony Ardito & Co., LLP
Board Attorney	Scarinci & Hollenbeck
Data Warehousing/Assessment Analytics	LinkIt
Historical Grant Writer	Eclectic Architecture, LLC
Physical Therapy	Children’s Therapy Services
School Physician	Dr. Charles Evans III, MD
Student Information System	Oncourse Systems

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to approve a health care staffing agreement between the Washington School District and 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 rate, as recommended by the Superintendent. RCV:

1:1 LPN	\$50.00/hr.
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	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

24. Motion by _____, seconded by _____, to approve a tuition contract for the 2021-2022 school year, with Warren Glen Academy, for student #15165919, in the amount of \$57,762.60 (210-day program), effective July 1, 2021 through June 30, 2022, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

25. Motion by _____, seconded by _____, to approve an addendum to the agreement with Maschio’s Food Service, Inc. to provide operation and management of the district’s food service program for the 2021-2022 school year, for a management fee of \$9,707.17 (0.9% increase) with \$5,000 loss limit, food service operations, including the management fee, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

26. Motion by _____, seconded by _____, to approved revised 2020-2021 End of Year Calendar, as follows, as recommended by the Superintendent. RCV:

- June 14, 2021 – Early Dismissal for Students
- June 15, 2021 – Early Dismissal for Students & Staff – Last Day of School

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

E. PRINCIPALS’ REPORT:

F. TECHNOLOGY REPORT:

G. CORRESPONDENCE:

H. COMMITTEE REPORTS:

Education:

Facilities: Bus evacuation drills were held at Brass Castle and Port Colden Schools on May 5, 2021.

Finance & Policy:

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.)

J. EXECUTIVE SESSION - if required as indicated in items a, b, c, & i below.

27. 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 by Federal Law, State Law, or Court Rule, Individual Privacy, Collective Bargaining Agreements, 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: Time: _____

28. Motion by _____, seconded by _____, to return to open session.

MV: Time: _____

Personnel

29. Motion by _____, seconded by _____, to approve certified staff for the 2021-2022 school year, (attachment 11), as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

30. Motion by _____, seconded by _____, to approve paraprofessional appointments and hourly rates for the 2021-2022 school year, (attachment 12) as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

31. Motion by _____, seconded by _____, to approve administration and support staff salaries, for the 2021-2022 school year, (attachment 13), as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlaffer	Anita Smith	Karen Graf
Yes							
No							
Abstain							

32. Motion by _____, seconded by _____, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities and Transportation Supervisor’s contract for the 2021-2022 school year, (attachment 17), as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. RCV:

	Edward Kemp	Jennifer Knittel	Kimberley Morris	Patrick Rock	Lauren Schlafter	Anita Smith	Karen Graf
Yes							
No							
Abstain							

K. ADJOURNMENT

33. Motion by _____, seconded by _____, to adjourn.

MV: Time: _____