

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, June 13, 2022

7:30 p.m.

Minutes of June 13, 2022

Call to order by President

Time: 7:36 p.m.

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, February 13, 2022, to the Express Times and to the Clerk of Washington Township.

Members in attendance: Edward Kemp, Vice-President, Jennifer Knittel, Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Jean Flynn, Business Administrator (remote) and Jessica Garcia and Jesica McDonagh, Principals.

Members absent: Kristopher Eisner, Kimberley Morris and Nick Riess

Flag Salute:

B. PUBLIC QUESTIONS AND DISCUSSION: None

C. PRESENTATION:

TEACHER OF THE YEAR

- ❖ Melissa Freitas – Port Colden School
- ❖ Stacie Paruta – Brass Castle School

EDUCATION SERVICES PROFESSIONAL OF THE YEAR

- ❖ Deborah Dunlap – Brass Castle School

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the minutes of May 9, 2022, as presented. MV: all voting yes, Rock abstained, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the executive session minutes of May 9, 2022, as presented. MV: all voting yes, Rock abstained, motion carried.

D. SECRETARY'S REPORT:

Motion by Edward Kemp, seconded by Patrick Rock, to approve the Student Activity, Petty Cash and Cafeteria Account Reports for the month ending April 30, 2022, as presented. MV: all voting yes, motion carried.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Bills List from June 1, 2022-June 10, 2022. MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to approve the Board Secretary’s and Cash Reports for the month ending April 30, 2022, as presented. RCV: Kemp, Knittel, Rock 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 Patrick Rock , seconded by Jennifer Knittel, to approve voiding the following , prior years, uncashed checks, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Check #	Amount	Fund/Account
1239	\$36.10	Cafeteria
1247	\$44.75	Cafeteria

Motion by Jennifer Knittel, 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. Balances with sibling in district will be transferred to their sibling’s cafeteria account, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

E. SUPERINTENDENT’S REPORT:

2020-2021 HIB Grade Report

Motion by Edward Kemp, seconded by Patrick Rock, to accept, with regret, the resignation of Heather Wulff, Childcare Coordinator, effective June 15, 2022, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to accept with regret, the resignation of Amanda Miller, Childcare Worker, effective June 15, 2022, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve a change in preparation classification, for Toni Ann Smith, from BA to BA+15 (salary to be adjusted upon the ratified WTEA negotiated contract), effective 2022-2023 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to approve a change in preparation classification, for Stacie Paruta, from MA +15 to MA+30 (salary to be adjusted upon the ratified WTEA negotiated contract), effective 2022-2023 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve the following 2022 summer custodians, at the summer hourly rate below, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

NAME	RATE
Jake Smith	\$14.00/hr.
Robert Wassmuth	\$14.00/hr.

Motion by Jennifer Knittel, seconded by Edward Kemp, to place the following classified students in the Washington Township Extended School Year Program, Brass Castle School, June 29, June 30 & July 6-29, 2022, 8:30-12:30 p.m. as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

2022 ESY STUDENTS

14056691, 15136000

Motion by Edward Kemp, seconded by Patrick Rock, to approve the following personnel for the 2022 Extended School Year Program, June 29, June 30 & July 6-29, 2022, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

STAFF MEMBER	POSITION	RATE
Genevieve Williams	BCBA	\$38.13/hr.
Claudia Izeppi	Paraprofessional	\$14.00/hr.
Krystiana Sellers	Teacher/Para Substitute	Substitute

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage	Parking	Tolls	Lodging Costs	Meals
Peggy Edmiston	STS Northern Annual Regional Meeting Hopatcong, NJ	0	6/3/2022	49.2/RT	-	-	-	-

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the FY23 ESEA Grant Application, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Title 1-A	\$46,259
Title II-A	\$ 9,636
Title IV-A	\$10,000
Total	\$65,895

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve a healthcare staffing agreement between the Washington Township Board of Education and Best Choice Home Care, LLC to provide substitute school nursing, for the 2022-2023 school year, at the following rates, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

- \$69.00 per hour for services rendered by an RN

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve Social Emotional Learning Committee to develop SEL lessons, review materials and plan professional development programs. Committee members to be paid \$30.00/hr. not to exceed 10 hours, (curriculum work to be funded through ESSERII Funds), as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

COMMITTEE MEMBERS
Kelly Carney
Katherine Ferrara
Erin Karl
Stacie Paruta
Deborah Tierney

Motion by Edward Kemp, seconded by Patrick Rock, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 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 \$600,000 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 \$100,000 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, Patrick Rock, seconded by Jennifer Knittel, to authorize the Superintendent to make line item and fund balance transfers thru June 30, 2022, transfers to be approved by the Board at the next board meeting. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to authorize the Business Administrator to establish an accounts payable for all 2021-2022 purchase orders which have been received but have not been paid by June 30, 2022 and establish a reserve account for encumbrances for all the 2021-2022 purchase orders which have been encumbered but not received by June 30, 2022, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to approve the PTA events at Meadow Breeze Park, in Washington Township, on June 15, 2022, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to renew the Interlocal Service Agreement between the Township of Washington and the Washington Township Board of Education for the Township to provide lawn mowing service to the Board of Education, as follows, FY22/\$8,500, FY23/\$10,000 and FY24/\$12,000, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

F. PRINCIPALS' REPORT

G. CORRESPONDENCE:

- Email from Heather Wulff
- Email from Amanda Miller
- Approval Letter for Determination of Chapter 408 Critical Need

H. COMMITTEE MEETINGS:

Education: None

Facilities: None

Motion by Edward Kemp, seconded by Patrick Rock, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2022 – June 30, 2023 for the sum of \$92,760, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to accept the quotes for the 2022 ESY Special Education Transportation, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

GST TRANSPORT	BUS 221	BUS 222
Route Cost	\$259.00/per diem	\$259.00/per diem
Aide Cost	\$ 75.00/per diem	\$ 75.00/per diem
Total Cost	\$334.00/per diem	\$334.00/per diem
Per mileage Adjustment Cost	\$1.50/per mile	\$1.50/per mile
SNYDER BUS SERVICE, INC.		
Route Cost	\$295.00/per diem	\$285.00/per diem
Aide Cost	\$ 50.00/per diem	\$ 50.00/per diem
Total Cost	\$345.00/per diem	\$335.00/per diem
Per mileage Adjustment Cost	\$1.80/per mile	\$1.80/per mile
KRAPF SCHOOL BUS		
Route Cost	NO QUOTE	NO QUOTE
Aide Cost	-	-
Total Cost	-	-
Per mileage Adjustment Cost	-	-

Motion by Jennifer Knittel, seconded by Edward Kemp, to award the contract for the 2022 ESY Special Education Transportation, as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

GST	BUS 221	BUS 222
Route Cost	\$259.00/per diem	\$259.00/per diem
Aide Cost	\$ 75.00/per diem	\$ 75.00/per diem
Total Cost	\$334.00/per diem	\$334.00/per diem
Per mileage Adjustment Cost	\$1.50/per mile	\$1.50/per mile

Motion by Edward Kemp, seconded by Patrick Rock, to accept the following quotes for Brass Castle School, Parking Lot Repair Sealcoating and Striping, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

	LandCon Services, LLC	Pfenninger Paving & Escavating, LLC
Area 1	\$13, 225	\$11,340
Area 2	\$7,250	\$ 5,400

Motion by Patrick Rock, seconded by Jennifer Knittel, to award the contract to Pfenninger Paving & Escavating, LLC for Brass Castle School, Parking Lot Repair Sealcoating and Striping, in the amount of the \$11,340 (area 1) and \$5,400 (area 2), as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to award the contract for classroom floor replacement for room 207 (removal, furnish and installation), at Brass Castle School, to Hannon Floors, in the amount of \$6,696.42 (ESCNJ #19/20-05 coop pricing), as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to submit Dual Use applications for use of education space in Brass Castle School, for the 2022-2023 school year, Room 112 for LLD and Resource Room and Room 102 for BSI/Reading Intervention and Resource Room, to the County Executive Superintendent for approval, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Patrick Rock, to rescind the following motions, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to accept the 2022-2023 Request for Proposal (RFP) for Food Service Management, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

MASCHIO’S FOOD SERVICES, INC.	
Yearly Management Fee	\$10,677.89
Projected Profit/Loss	\$ 1,179.00
Guaranteed	\$5,000.00

Motion by Jennifer Knittel, seconded, by Nick Riess, to award the Food Service Management contract to Maschio’s Food Services, Inc. as our Food Service Management Company for the 2022-2023 School Year, for a yearly management fee of \$10, 677.89 and a \$5,000 guarantee, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to accept the 2022-2023 Request for Proposal (RFP) for Food Service Management, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

MASCHIO’S FOOD SERVICES, INC.	
Yearly Management Fee	\$10,677.89
Projected Profit/Loss	\$ 1,179.00
Guaranteed Loss	\$5,000.00

Motion by Jennifer Knittel, seconded by Patrick Rock, to award of the Food Service Management contract to Maschio's Food Services, Inc., as our Food Service Management Company for the 2022-2023 School Year, for a yearly management fee of \$10,677.89 and a \$5,000 guaranteed loss, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve the Agreement between the Washington Township Board of Education and YMCA Camp Bernie, to provide before and after school Child Care Programs, for the Washington Township School District, effective first day of school through the 2022-2023 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Finance & Policy: None

Personnel: Virtual meeting scheduled Thursday, 6/16/2022

Motion by Patrick Rock, seconded by Jennifer Knittel, 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: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Patrick Rock, to approve the utilization of district developed evaluation tool for the evaluation of the Superintendent, for the 2022-2023 school year, as agreed upon by the Superintendent and the Board of Education. RCV: Kemp, Knittel, Rock 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 c & i below.

Motion by Edward Kemp, seconded by Patrick Rock, 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 Collective bargaining agreements, and Personnel 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: 8:34 p.m.

Motion by Edward Kemp, seconded by Patrick Rock, to return to open session.

MV: unanimous, motion carried Time: 8:58 p.m.

Motion by Jennifer Knittel, seconded by Edward Kemp, to acknowledge completion of Keith T. Neuhs' Superintendent Evaluation, on June 13, 2022, as recommended by the Board. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

K. ADJOURNMENT

Motion by Patrick Rock, seconded by Jennifer Knittel, to adjourn.

MV: unanimous, motion carried Time: 8:59 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary