

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, November 7, 2022

7:30 p.m.

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

2. Roll Call:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Present							

3. Flag Salute:

4. Motion by _____, seconded by _____, to approve the minutes of October 3, 2022, as presented. MV:

B. PUBLIC HEARING:

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

5. Motion by _____, seconded by _____, to accept the Annual Comprehensive Financial Report, (ACFR) (originally named CAFR), and report of Administrative Findings: Financial, Compliance and Performance, for the fiscal year ending June 30, 2022 and note that there were no audit recommendations. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

C. PRESENTATION

- District Assessment Presentation – Keith T. Neuhs

D. PUBLIC QUESTIONS & DISCUSSIONS: (Agenda Items)

E. SECRETARY'S REPORT:

6. Motion by _____, seconded by _____, to approve the Student Activity and Cafeteria account reports for the month ending September 30, 2022, as presented. MV:

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

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

8. Motion by _____, seconded by _____, to approve the Bills List for October 2022. MV:

9. Motion by _____, seconded by _____, to approve the Board Secretary’s and Cash Reports for the month ending September 30, 2022, as presented. RCV:

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.

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

10. Motion by _____, seconded by _____, to approve to open and/or move the following funds to First Hope Bank based on the results of the rubric assessment of the two banks (Peapack-Gladstone Bank and First Hope Bank) that responded to the RFP, as recommended by the Superintendent. RCV:

Money Market/Checking	Student Activity
Port Coldden Schoolhouse	SUI (State Unemployment Insurance)

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

F. SUPERINTENDENT’S REPORT:

11. Motion by _____, seconded by _____, to accept, with regret, the resignation of Jessica Hewitt, Teacher, effective January 1, 2023, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to approve Joelynn Locasto, Science Teacher, MA+30 Step 7, salary to be \$63,310 (prorated), effective December 13, 2022, upon completion of employment requirements for the 2022-2023 school year, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

13. Motion by _____, seconded by _____, to approve Sydney Quackenbush, part-time Paraprofessional, rate of \$14.00/Step 1, November 21, 2022, for the 2022-2023 school year, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve Kimberly Cope, part-time Secretary, rate of \$17.00/hr., effective, November 7, 2022, for the 2022-2023 school year, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

15. Motion by _____, seconded by _____, to approve a transfer for Katie Faitoute, from full-time Custodian to part-time Paraprofessional, rate of \$14.00/Step 1, effective November 1, 2022, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve Charles Patrick Hurd, full-time Custodian, rate of \$15.00/hr., effective November 3, 2022, including a 60-day probation period for the 2022-2023 school year, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to approve the following informal mentors, for the 2022-2023 year, as recommended by the Superintendent. RCV:

MENTOR	TEACHER
Heidi Kaiven & Christine Drevitch	Thomas Schepis, Instrumental Music Teacher
Dawn Nisivoccia	Joelynn Locasto, 6 th Grade Science Teacher

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

18. Motion by _____, seconded by _____, to approve the out-of-district in-service experiences, as recommended by the Superintendent. RCV:

Staff/Board Member	Type of Travel/Workshop	Registration Fee	Date	Mileage	Parking	Tolls	Meals	Lodging
Elizabeth Anema Jacqueline Henderson	Warren County School Nurse Assoc. - Workshop	N/A	10/10/ 22	N/A	N/A	N/A	N/A	N/A

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

19. Motion by _____, seconded by _____, to approve curriculum time for Dawn Nisivoccia to complete lesson plans, lesson materials, assignments and grading for 6th grade science classes, up to 10 hours per week, October 17, 2022 through December 13, 2022, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to approve the following student teacher placement, as recommended by the Superintendent. RCV:

Student Teacher	Cooperating Teacher(s)	Dates
Claudia Izeppi, Liberty University	Kara Cruets	Spring 2023
Andrew Rusnak, Centenary University	Sarah Bettenhausen & Christina Richardson	Spring 2023

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to approve the following clubs for the 2022-23 school year, as recommended by the Superintendent. RCV:

Club	Sponsor	Grade	# Students	Sessions
2 nd Grade Enrichment Math	Jennifer Kruger	2	5-7	35
2 nd Grade Enrichment ELA	Susan Graham	2	10-15	35
3 rd Grade Enrichment Math	Jennifer Kruger	3	5-7	35
3 rd Grade Enrichment ELA	Susan Graham	3	10-15	35
Dance Club	Jordan Delicato	1-3	12-15	6
Blue & White Band	Thomas Schepis	5-6	25	64
Panther Band	Thomas Schepis	4-5	25	28
BC Jazz Band	Thomas Schepis	6	20	31
4 th Grade Enrichment Math	Jessica Hewitt	4	5-7	35
4 th Grade Enrichment ELA	Jessica Hewitt	4	5-7	35

5 th Grade Enrichment Math	Ruth O’Cone	5	5-7	35
5 th Grade Enrichment ELA	Ruth O’Cone	5	5-7	35
6 th Grade Enrichment Math	Michele Mahon	6	5-7	35
6 th Grade Enrichment ELA	Michele Mahon	6	5-7	35
Golf Club	Thomas Schepis	4-6	20	16

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

22. Motion by _____, seconded by _____, to approve the 2022-2023 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, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to approve submission of the Preschool Expansion Aid Application (PEA), as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

G. PRINCIPALS’ REPORT:

H. CORRESPONDENCE:

- Email from Jessica Hewitt
- Email from New Jersey Child Assault Prevention (CAP) – Approval of CAP Program

I. COMMITTEE REPORTS:

Education:

Facilities:

Note: Bus evacuation drills were held at Brass Castle and Port Colden Schools on October 19, 2022.

24. Motion by _____, seconded by _____, to approve the M-1 (Annual Maintenance Budget Amount Worksheet), as per N.J.A.C 6A:26A-4.1, to be submitted to the Executive County Superintendent, as recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

25. Motion by _____, seconded by _____, to approve the submission of the Comprehensive Maintenance Plan (CMP) for 2021-2022, 2022-2023, 2023-2024, as per 6A:26A-3.1 to the Executive County Superintendent, as presented and recommended by the Superintendent. RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

26. Motion by _____, seconded by _____, to accept the following quotes to furnish and install a structural LVL wood beam in the basement/crawl space at the Old School House, as recommended by the Superintendent. RCV:

Academy Construction	No Quote
Hahr-Construction, Inc.	\$3,200.00
The Heritage Housewrights Company	\$3,636.59
Venus Tile & Marble, LLC	No Quote

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

27. Motion by _____, seconded by _____, to award the contract to furnish and install a structural LVL wood beam in the basement/crawl space at the Old School House, as recommended by the Superintendent. RCV:

Hahr-Construction, Inc.	\$3,200.00
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	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

Finance & Policy:

28. Motion by _____, seconded by _____, to approve the first reading of the following bylaw, polices and regulations, as recommended by the Superintendent. RCV:

- B 0163 Quorum (bylaw)
- P 1511 Board of Education Website Accessibility
- P 2415 Every Student Succeeds Act
- P 2461 Special Education/Receiving Schools
- R 2461.06 Special Education/Receiving Schools Appropriately Certified and Licensed Staff
- R 2461.09 Special Education/Receiving Schools-Statewide and District-Wide Assessment Programs
- R 2461.10 Special Education/Receiving Schools-Full Educational Opportunity
- R 2461.12 Special Education/Receiving Schools-Length of School Day and Academic Year
- P 3270 Professional Responsibilities
- P & R 5513 Care of School Property
- P 5722 Student Journalism

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

29. Motion by _____, seconded by _____, to approve the second reading and adoption of the following policies, as recommended by the Superintendent. RCV:

- P 1648.15 Recordkeeping for Healthcare Settings in School Buildings
- P 2415.04 Title I – District – Wide Parent and Family Engagement
- P 2415.50 Title I – School Parent and Family Engagement
- P 2417 Student Intervention and Referral Services
- P 3161 Examination for Cause
- P 4161 Examination for Cause
- P 5512 Harassment, Intimidation, and Bullying
- P 7410 Maintenance and Repair
- R 7410.01 Facilities Maintenance, Repair Scheduling and Accounting
- P 8420 Emergency and Crisis Situations
- P 9320 Cooperation with Law Enforcement Agencies

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nick Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

Personnel:

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.)

K. EXECUTIVE SESSION - if required as indicated in items _____.

30. 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: _____

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

MV: _____ Time: _____

L. ADJOURNMENT

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

MV: _____ Time: _____