

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**Monday, November 7, 2022**

**7:30 p.m.**

**Minutes of November 7, 2022**

Call to order by President

Time: 7:37 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 on January 13, 2022, to the Express Times and to the Clerk of Washington Township.

Members in attendance: Kristopher Eisner, Edward Kemp, Vice-President, Jennifer Knittel, Nick Riess, Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Superintendent and Jean Flynn, Business Administrator.

Members absent: Kimberley Morris and Patrick Rock

Flag Salute:

Motion by Nick Riess, seconded by Jennifer Knittel, to approve the minutes of October 3, 2022, as presented. MV: all voting yes, Eisner abstained, motion carried.

**B. PUBLIC HEARING:**

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

Motion by Kristopher Eisner, seconded by Jennifer Knittel, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

**C. PRESENTATION**

- District Assessment Presentation – Keith T. Neuhs

**D. PUBLIC QUESTIONS & DISCUSSIONS:** (Agenda Items) - NONE

**E. SECRETARY'S REPORT:**

Motion by Edward Kemp, seconded by Nick Riess, to approve the Student Activity and Cafeteria account reports for the month ending September 30, 2022, as presented. MV: all voting yes, motion carried.

Motion by Nick Riess, seconded by Jennifer Knittel, to approve the line item transfers, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Bills List for October 2022. MV: all voting yes, motion carried.

Motion by Nick Riess, seconded by Jennifer Knittel, to approve the Board Secretary’s and Cash Reports for the month ending September 30, 2022, as presented. RCV: Eisner, Kemp, Knittel, Riess 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 Kristopher Eisner, seconded by Jennifer Knittel, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

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

**F. SUPERINTENDENT’S REPORT:**

Motion by Edward Kemp, seconded by Jennifer Knittel, to accept, with regret, the resignation of Jessica Hewitt, Teacher, effective January 1, 2023, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Nick Riess, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Jennifer Knittel, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Nick Riess, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the following informal mentors, for the 2022-2023 year, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

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

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

<b>Staff/Board Member</b>	<b>Type of Travel/Workshop</b>	<b>Registration Fee</b>	<b>Date</b>	<b>Mileage</b>	<b>Parking</b>	<b>Tolls</b>	<b>Meals</b>	<b>Lodging</b>
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

Motion by Nick Riess, seconded by Jennifer Knittel, to approve curriculum time for Dawn Nisivoccia to complete lesson plans, lesson materials, assignments and grading for 6<sup>th</sup> grade science classes, up to 10 hours per week, October 17, 2022 through December 13, 2022, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, to approve the following student teacher placement, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

<b>Student Teacher</b>	<b>Cooperating Teacher(s)</b>	<b>Dates</b>
Claudia Izeppi, Liberty University	Kara Cruts	Spring 2023
Andrew Rusnak, Centenary University	Sarah Bettenhausen & Christina Richardson	Spring 2023

Motion by Kristopher Eisner, seconded by Nick Riess, to approve the following clubs for the 2022-23 school year, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

<b>Club</b>	<b>Sponsor</b>	<b>Grade</b>	<b># Students</b>	<b>Sessions</b>
2 <sup>nd</sup> Grade Enrichment Math	Jennifer Kruger	2	5-7	35
2 <sup>nd</sup> Grade Enrichment ELA	Susan Graham	2	10-15	35
3 <sup>rd</sup> Grade Enrichment Math	Jennifer Kruger	3	5-7	35
3 <sup>rd</sup> 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 <sup>th</sup> Grade Enrichment Math	Jessica Hewitt	4	5-7	35
4 <sup>th</sup> Grade Enrichment ELA	Jessica Hewitt	4	5-7	35
5 <sup>th</sup> Grade Enrichment Math	Ruth O’Cone	5	5-7	35
5 <sup>th</sup> Grade Enrichment ELA	Ruth O’Cone	5	5-7	35
6 <sup>th</sup> Grade Enrichment Math	Michele Mahon	6	5-7	35
6 <sup>th</sup> Grade Enrichment ELA	Michele Mahon	6	5-7	35
Golf Club	Thomas Schepis	4-6	20	16

Motion by Edward Kemp, seconded by Jennifer Knittel, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve submission of the Preschool Expansion Aid Application (PEA), as recommended by the Superintendent. RCV: **TABLED**

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the following student teacher observation, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Student Teacher	Cooperating Teacher	Dates
Jack Quinoa – County College of Morris	Robert Borusovic	Fall 2022

#### 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.**

Motion by Kristopher Eisner, seconded by Edward Kemp, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Kristopher Eisner, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Jennifer Knittel, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Kristopher Eisner, 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: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

Hahr-Construction, Inc.	\$3,200.00
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### Finance & Policy:

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the first reading of the following bylaw, polices and regulations, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the second reading and adoption of the following policy, as recommended by the Superintendent. RCV: Kemp, Knittel and Graf, all voting yes, Eisner and Riess, voting no, motion carried.

P 1648.15	Recordkeeping for Healthcare Settings in School Buildings
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Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the second reading and adoption of the following polices, as recommended by the Superintendent. RCV: Eisner, Kemp, Knittel, Riess and Graf, all voting yes, motion carried.

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

**Personnel:** November 7, 2022 @ 7 p.m.

**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 \_\_\_\_\_.

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 Nick Riess, seconded by Jennifer Knittel, to adjourn.

MV:    unanimous, motion carried                      Time: 9:45 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary