

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

REGULAR MEETING

Monday, March 13, 2023

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 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, January 12, 2023, to the Express Times and to 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

Administering the Oath of Office to the newly elected Board Members. (Newly appointed Board Member sign the Oath of Office).

1 - Year Term  
Nick Riess

Board member will sign acknowledgement of receipt of File Code 9271. (Please sign and return to Board Secretary).

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of February 13, 2023, as presented. MV:
5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the executive minutes of February 13, 2023, as presented. MV:

**B. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items)**

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

**C. SECRETARY'S REPORT**

6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board Secretary's and Cash Reports for the month ending January 31, 2023, 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							

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Student Activity and Cafeteria Account Reports for the month ending January 31, 2023, as presented. MV:

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve 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							

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Bills List for March 2023. RCV:

	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, as recommended by the Superintendent. RCV:

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

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following Resolution to Withdraw Maintenance Reserves, as follows, as recommended by the Superintendent. RCV:

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget times or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS, the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$5,000 - Port Colden Playground Slide

WHEREAS, according to 6A:23A-14.2E, the Washington Township Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

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

**D. SUPERINTENDENT'S REPORT**

**Presentation: Proposed 2023-2024 Budget to be submitted for review by Warren County Department of Education**

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve medical leave of absence extension, for employee #4259, effective March 8, 2023 through on or about March 13, 2023, 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 a medical leave of absence, for employee #4232, effective, March 16, 2023 to on or about March 30, 2023, 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 the following informal mentors for the 2022-2023 school year, as recommended by the Superintendent. RCV:

<b>INFORMAL MENTOR</b>	<b>STAFF MEMBER</b>
Christine Drevitch & Deborah Tierney	Megan Ordemann

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

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following substitute for the 2022-2023 school year, pending completion of employment requirements, as recommended by the Superintendent. RCV:

- Dani Profita – Teacher/Paraprofessional

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

16. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the out-of-district experiences, as recommended by the Superintendent. RCV:

Staff Member	Type of Travel/Worksho	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Jessica Garcia & Rebecca Whalen	Rutgers University (webinar) Using strengths and weaknesses Model to Identify Specific Learning Disabilities	\$140/per person	March 3 & 10, 2023	-	-	-	-	-
Deborah Tierney	NJPSAFE -Legal One HIB Law Virtual Workshop	\$150.00	March 28, 2023	-	-	-	-	-
Michael Angeloni & Jean Flynn	Rutgers Cooperative Extension IPM Law Bridgewater, NJ	-	April 14 & 28, 2023	61.5	-	-	-	-
Jessica McDonagh	The Foundation for Educational Administration (FEA) Strategies to Support the Struggling Student (virtual)	-	April 27, 2023	-	-	-	-	-
Jean Flynn	New Jersey Association of School Business Officials (NJASBO) Conference	\$275.00	June 5-9, 2023	303.8	\$10.00/ per day	\$10.00	\$351.24	-

	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 field trips for the 2022-2023 school year, as recommended by the Superintendent. RCV:

Grade	Trip	Destination
3	G&T – Lego Expo	Willow Grove Elementary, Hackettstown, NJ
3-6	G&T – Video Expo	Mansfield Elementary, Mansfield, NJ
6	Lunch/Picnic	Meadow Breeze Park, Washington, NJ

(All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles, or otherwise noted. Parents/guardians are responsible for all fees and transportation costs.)

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

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize submission of the School Climate Change Pilot Application, in the amount of \$6,660, as recommended by the Superintendent. RCV:

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

19. 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 the amended fee of \$1,800, 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 June 12, 2023, Board of Education Meeting be rescheduled to June 13, 2023, as recommended by the Superintendent. RCV:

	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 2023-2024 WTSD calendar, as recommended by the Superintendent. RCV:

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

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award the Network IT Service Agreement, for the 2023-2024 school year, to the JDM Group, at \$52,200, (price reflects a 12.6% decrease), as recommended by the Superintendent, RCV:

(Note: contract was bid and awarded through E-rate)

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

## E. PRINCIPALS' REPORT

## F. CORRESPONDENCE

- Letter from New Jersey Association of School Business Officials – Distinguished Service Award
- Letter from Project Self-Sufficiency

## G. COMMITTEE REPORTS

**Education:**

**Facilities:**

23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve application submission for the Ventilation and Energy Efficiency Grant, to New Jersey Clean Energy. (Application submission is to replace 7 Classroom Window A/C, units, at Brass Castle School, with Rooftop units. Program Grants will be 75% of the cost of the approved project cost), as recommended by the Superintendent. RCV:

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

**Finance & Policy: Meeting held on 3/9/2023 @ 7:00 pm**

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the proposed 2023-2024 school district budget to be submitted to the Executive County Superintendent of Schools for required review and approval. RCV:

The base budget includes the use of \$40,940 of Bank Cap and \$264,576 Budgeted Fund Balance due to loss of State Aid.

General Fund	\$8,244,272
Special Revenue Fund	\$ 232,000
Total Base Budget	\$8,476,272
General Fund Tax Levy	\$7,009,948

	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 2<sup>nd</sup> reading and adoption of the following polices and regulations (Policy Alert 29), as recommended by the Superintendent. RCV:

P 1648.11	The Road Forward COVID-19 – Health and Safety (M) (Abolished)
P 1648.13	School Employee Vaccination Requirements (M) (Abolished)
P 0152	Board Officers (Revised)
P 0161	Call, Adjournment, and Cancellation (Revised)
P 0162	Notice of Board Meetings (Revised)
P & R 2423	Bilingual and ESL Education (M) (Revised)
P 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
R 2425	Emergency Virtual or Remote Instruction Program (M) (New)
P & R 5200	Attendance (M) (Revised)
P& R 5530.04	Administering an Opioid Antidote
P 5512	Harassment, Intimidation, or Bullying (M) (Revised)
P 8140	Student Enrollments (M) (Revised)
R 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
R 8420.10	Active Shooter (M) (Revised)

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

**Personnel: Meeting held on 3/6/2023 @ 10:00 am**

**H. 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.)

**I. EXECUTIVE SESSION** - if required as indicated in items \_\_\_\_ below.

26. 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: \_\_\_\_\_

27. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to return to open session.

MV: \_\_\_\_\_ Time: \_\_\_\_\_

**J. ADJOURNMENT**

28. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn.

MV: \_\_\_\_\_ Time: \_\_\_\_\_