

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, April 24, 2023

7:30 p.m.

Minutes of April 24, 2023

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.

Members in attendance:, Edward Kemp, Vice-President, Jennifer Knittel, Kimberley Morris, Nick Riess and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia and Jessica McDonagh, Principals.

Members absent: Kristopher Eisner and Patrick Rock

Flag Salute:

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the minutes of March 13, 2023, as presented. MV: all voting yes, motion carried.

B. PRESENTATIONS:

TEACHER OF THE YEAR

- ❖ Amie DeFeo – Port Colden School
- ❖ Joanne Mitch – Brass Castle School

EDUCATION SERVICES PROFESSIONAL OF THE YEAR

- ❖ Cynthia Daniel – Brass Castle School
- ❖ Katherine Ferrara – Port Colden School

2023-24 WASHINGTON TOWNSHIP SCHOOL DISTRICT BUDGET

INCLUSIVE PRESCHOOL PROGRAM

C. PUBLIC QUESTIONS AND DISCUSSION (agenda items) - None
(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

D. PUBLIC HEARING

As per Public Law 6A:23-8-1 each school district shall present a proposed budget for the upcoming school year.

Motion by Edward Kemp, seconded by Kimberley Morris, to adopt the proposed budget of the Washington Township Board of Education for the 2023-2024 school year, as follows: RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

The base budget includes the use of \$40,940 of Bank Cap and \$264,576 Budgeted Fund Balance to provide sufficient funds to support curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards due to loss of State Aid. This will be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period.

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

Motion by Nick Riess, seconded by Jennifer Knittel, to requisition the 2023-2024 Tax Levy according to the following schedule: RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

2023-2024 Tax Levy	General Fund
July 1, 2023	\$584,166
August 1, 2023	\$584,162
September 1, 2023	\$584,162
October 1, 2023	\$584,162
November 1, 2023	\$584,162
December 1, 2023	\$584,162
January 1, 2024	\$584,162
February 1, 2024	\$584,162
March 1, 2024	\$584,162
April 1, 2024	\$584,162
May 1, 2024	\$584,162
June 1, 2024	\$584,162
Total	\$7,009,948

E. SECRETARY'S REPORT

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the Student Activity and Cafeteria Account Reports for the month ending February 28, 2023, as presented. MV: all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the Bills List for April 2023, MV: all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the Board Secretary's and Cash Reports for the month ending February 28, 2023, as presented. RCV: Kemp, Knittel, Morris, 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.

F. SUPERINTENDENT'S REPORT

Motion by Kimberley Morris, seconded by Jennifer Knittel, to accept, with regret, the resignation for purposes of retirement of Pamela Slack, Teacher, effective June 30, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Kimberley Morris, to approve a maternity leave of absence, for employee #4315, effective on or about August 28, 2023, with an anticipated return to work on or about January 2, 2024, utilizing sick and personal days (per contract), the Federal Family and Medical Leave Act (FMLA) and New Jersey Family and Medical Leave (FLA), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Nick Riess, to approve a revised medical leave of absence, for employee #4232, effective April 17, 2023, to on or about May 5, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve a medical leave of absence, for employee #4204, effective April 13, 2023, to on or about April 24, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve a medical leave of absence for employee #2078, effective May 24, 2023, through the last day of school, with an anticipated return to work, on or about August 28, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve Zaairah Lamothe, as a Long-Term Substitute Teacher, for maternity leave replacement, Step 1 BA, salary to be \$51,975 (pro-rated), for the 2022-2023 school year, pending satisfactory completion of hiring requirements, effective on or about May 19, 2023, through last day of school, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Nick Riess, to approve Andrew Rusnak, as a Long-Term Substitute Teacher, for maternity leave replacement, Step 1 BA, salary to be \$51,975 (pro-rated), for the 2022-2023 school year, pending satisfactory completion of hiring requirements, effective on or about May 19, 2023, through last day of school, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the following substitute for the 2022-2023 school year, pending completion of employment requirements, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Patricia Stasse	Nurse
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Motion by Edward Kemp, seconded by Kimberley Morris, to approve Bonnie Adamski, to provide Home Instruction for Student Local ID #15670136, not to exceed 40 hours, at contracted rate, effective March 20, 2023 through June 9, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Kimberley Morris, to approve Joelynn Locasto, to provide Home Instruction, as needed, not to exceed 10 hours per week, at contracted rate, effective April 25, 2023 through June 9, 2023, (following the school calendar), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Nick Riess, to approve Dawn Nisivoccia, to provide Home Instruction for student local ID #12999629, not to exceed 10 hours per week, at contracted rate, effective March 28, 2023 through April 21, 2023, (following the school calendar), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, to approve Christine Drevitch, to provide Home Instruction for student local ID #1501001, at contracted rate, effective April 21, 2023, not to exceed 10 hours per week, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve up to 6 additional hours for each SEL committee member to meet and coordinate SEL programs and events for 2022-2023, (ESSER grant will be utilized to fund SEL staffing), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Edward Kemp, to approve the out-of-district experiences, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Jennifer Borusovic	HIB Law Update NJSPA Virtual Workshop	\$150.00	3/28/2023	-	-	-	-	-
Rebecca Clinebell	Spring into Joyful Literacy Instruction Centenary University	\$99.00	4/21/2023	26	-	-	-	-
Jessica Garcia	NJPSA FEA Special Education Summit (virtual)	\$125.00	4/28/2023	-	-	-	-	-
Stephen Scism	NASP National Archery Tournament Louisville, KY	\$210.00 (6 student registrations)	5/11/2023- 5/13/2023	1500 (Unlimited Mileage w/car rental \$174.49)	-	TBD	\$404.89	\$59.00/per day (with receipts)

. Motion by Kimberley Morris, seconded by Nick Riess, to approve the following field trips for the 2022-2023 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

(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).

Grade	Destination
3	Nurture Nature, Easton PA

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

Club	Sponsor	Grade	# Students	Sessions
Archery (National Tournament practice)	Scism	4-6	20-24	10
Chess Club	Drevitch	3	10-15	4 sessions (from BC to PC)

Motion by Kimberley Morris, seconded by Nick Riess, to approve the submission of the Child Assault Prevention (CAP) grant application for 2023-2024 school year, in the amount of \$903.00 (WTSD share of program is \$270.90), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to authorize submission of the School Climate Change Pilot Application, in the amount of \$6,660, as recommended by the Superintendent. (Board approved prior to acceptable date). RCV: Kemp, Knittel, Morris, and Graf, all voting yes, Riess abstained, motion carried.

Motion by Nick Riess, seconded by Edward Kemp, to accept the grant from School and Small Business Ventilation and Energy Efficiency Verification and Repair Program, a program managed by TRC on behalf of the New Jersey Board of Public Utilities in the amount of **\$187,500.00** for the Brass Castle HVAC project (rooms 201, 202, 203, 204, 205, 206 & 207), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Edward Kemp, to accept the grant from the New Jersey Department of Agriculture for FY2022 NSLP Equipment Assistance, in the amount of **\$40,000**, (\$20,000/Brass Castle School & \$20,000/Port Colden School), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to accept the following donations for the WTSD Archery Program, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

NAME	DONATION
Randy Anema	\$100.00
Kristopher Applegate	\$100.00
Scott Eckert	\$125.00
Melissa & Jeffrey Fehr	\$275.00
Kevin Hopkins	\$970.00
Jeffrey Lee	\$30.00
James & Lorraine McGovern	\$25.00
Mario Montana, Jr.	\$200.00
Carol & Frank Ruddy	\$200.00
Heather Schott	\$75.00
Bobbie Smith	\$100.00
Snowscapes	\$500.00
Thomas Sypniewski, Jr.	\$1,000.00
Washington Collision Center, LLP	\$100.00

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve a shared agreement with Warren Hills Cluster to contract with Statistical Forecasting, LLC, to perform the demographic study for Washington Township School District, allocation not to exceed \$4,000.00, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the Memorandum of Agreement, between Warren County Special Services School District (WCSSSD) and the Washington Township School District, to provide Related Services, as needed, effective July 1, 2023 – June 30, 2024, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, to approve the purchase and installation of four (4) Wisent Infrared Night Vision and Zoom Cameras for Port Colden School, with The JDM Group, in the amount of \$4,557.00, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the revised 2022-2023 Washington Township school calendar (reflecting June 12, 2023 as the last day of school for students and noting early dismissal day, June 8, 9 & 12, 2023), as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the establishment of an inclusive preschool program at Brass Castle School for the 2023-24 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Kimberley Morris, to establish \$500.00 as a monthly tuition for a full-time regular education student in the inclusive preschool program. A lottery system will be implemented in the event the district receives more applications than spots available in the program. In the event the district receives NJ State Preschool Expansion Grant funding, no tuition will be charged for students attending the program, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

G. PRINCIPALS' REPORT

H. CORRESPONDENCE

- Letter from Pamela Slack
- Letter from Amanda Sloboda

I. COMMITTEE REPORTS

Education:

Facilities:

Motion by Edward Kemp, seconded by Jennifer Knittel, authorizing the Business Administrator/Board Secretary to solicit bids for Special Education transportation for the 2023-2024 school year, as necessary, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Nick Riess, to accept the following quotes to replace the mechanical parts for the Walk-in Refrigerator & Freezer, at Brass Castle School, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Chef's Corner	\$19,490.00
Clark Service Group	\$26,750.00
G&R Mechanical Inc.	\$20,250.00

Motion by Nick Riess, seconded by Jennifer Knittel, to award the contract to replace the mechanical parts for the Walk-in Refrigerator & Freezer, at Brass Castle School, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Chef's Corner	\$19,490.00 (\$20,000 to be funded by the FY2022 NSLP Equipment Assistance Grant)
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Motion by, Jennifer Knittel, seconded by Edward Kemp, to accept the following quotes to replace the Insulated Warming Cabinet and Convection Oven, for the Port Colden School Cafeteria, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

	Chef's Corner	Culinary Depot	TriMark
Vulcan Insulated Warming Cabinet	\$ 5,069.00	\$ 4,999.00	\$ 5,440.00
Vulcan Convection Oven	\$11,595.00	\$11,385.00	\$12,365.00
Delivery/Installation	\$ 990.00	\$ 595.00	\$ 4,125.00
Total	\$17,654.00	\$16,979.00	\$21,930.00

Motion by Edward Kemp, seconded by Kimberley Morris, to award the contract to replace the Insulated Warming Cabinet and Convection Oven, for the Port Colden School Cafeteria, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Culinary Depot	\$16,979.00 (\$20,000 to be funded by the FY2022 NSLP Equipment Assistance Grant)
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Finance & Policy: Meeting held on 3/30/23 & 4/19/2023 @ 7:00 p.m.

Motion by Jennifer Knittel, seconded by Nick Riess, to approve contract renewal with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2023-2024 school year, for a management fee of \$11,532.12 (8%) increase), (\$10,000) guarantee loss food service operations, including the management fee, with a total cost of contract \$162,006.88, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Personnel: Meeting on 3/28/23 @ 7:00 p.m.

J. PUBLIC QUESTIONS AND DISCUSSION – old/or new business - None

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

K. EXECUTIVE SESSION - if required as indicated in items a, b, i below.

Motion by Jennifer Knittel, seconded by Edward Kemp, 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 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: unanimous, motion carried Time: 9:18 p.m.

Motion by Jennifer Knittel, seconded by Edward Kemp, to return to open session.

MV: unanimous, motion carried Time: 9:28 p.m.

Motion by Nick Riess, seconded by Edward Kemp, to accept HIB incident #BC030323, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to accept HIB incident #032423, as recommended by the Superintendent. RCV: Kemp, Knittel, Morris, Riess and Graf, all voting yes, motion carried.

L. ADJOURNMENT

Motion by Edward Kemp, seconded by Kimberley Morris, to adjourn.

MV: unanimous, motion carried Time: 9:39 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary