

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Tuesday, June 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 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 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:

4. Motion by _____, seconded by _____, to approve the minutes of May 8, 2023, as presented. MV:

5. Motion by _____, seconded by _____, to approve the executive session minutes of May 8, 2023, as presented. MV:

B. PUBLIC QUESTIONS AND DISCUSSION - (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 Student Activity and Cafeteria Account Reports for the month ending April 30, 2023, as presented. MV:

7. Motion by _____, seconded by _____, to approve the attached 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 from June 1, 2023-June 9, 2023. MV:

9. Motion by _____, seconded by _____, to approve the Board Secretary's and Cash Reports for the month ending April 30, 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							

10. Motion by ____, seconded by ____, to approve voiding the following , prior years, uncashed checks, as recommended by the Superintendent. RCV:

Check #	Amount	Fund/Account
1274	\$7.80	Cafeteria
1278	\$17.25	Cafeteria
1280	\$59.25	Cafeteria
51236	\$171.63	Payroll

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

11. Motion by ____, seconded by ____, 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 (if provided), balances with sibling in district will be transferred to their sibling’s cafeteria account, as recommended by the Superintendent. RCV:

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

D. SUPERINTENDENT’S REPORT

12. Motion by ____, seconded by ____, to accept, with regret, the resignation of Michelle VanNest, part-time Paraprofessional, and waive the 14-day notice clause in contract, without precedence, effective May 19, 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 accept, with regret, the resignation for purposes of retirement of Maureen Miller, Executive Secretary to the Superintendent/Administrative Assistant to the Business Administrator, effective June 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 summer hours for the following staff to service students in the district from July 1, 2023-August 25, 2023, up to 2 days, as recommended by the Superintendent. RCV:

Jesse Wyke	Speech Specialist
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	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 personnel for the 2023 Extended School Year Program, at Brass Castle School, June 26, 27 and 28, 2023 and July 6-28, 2023, 8:30 a.m.-12:30 p.m., as recommended by the Superintendent. RCV:

STAFF MEMBER	POSITION	RATE
Nicole Smith	Speech	\$38.13
Sydney Quackenbush	Paraprofessional	\$14.13*
Marilyn Balzer	Substitute	Sub

***Salary to be adjusted upon ratified WTEA negotiated contract**

	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 following 2023 summer custodian, at the summer hourly rate below, as recommended by the Superintendent. RCV:

NAME	RATE
Robert Wassmuth	\$14.13/hr.

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

17. Motion by _____, seconded by _____, to approve Joelynn Locasto, to provide intermittent Home Instruction for Student Local ID #12999629, not to exceed 10 hours per week, from May 18, 2023 through May 24, 2023, at contracted rate, as recommended by the Superintendent. RCV:

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

18. Motion by _____, seconded by _____, to approve Rylee Ann Rhinehart, student at Warren Hills Regional High School, during 12th grade year, up to 25 hours of volunteer time at Brass Castle School in July/August 2023, for the National Honor Society volunteer hours, 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 out-of-district experiences, as recommended by the Superintendent. RCV:

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging Costs	Meals
Nicole Smith	BER-Live Online Seminar SLP: Promoting Rapid Change for Children with Severe Phonological Disorders	\$279.00	7/24/2023	-	-	-	-	-

	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 submission of the FY24 ESEA Grant Application, as recommended by the Superintendent. RCV:

Title 1-A	\$31,653
Title II-A	\$ 9,486
Title IV-A	\$10,000
Total	\$51,139

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

21. Motion by _____, seconded by _____, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent. RCV:

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 \$160,000 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.

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

22. Motion by _____, seconded by _____, to authorize the Superintendent to make line item and fund balance transfers through June 30, 2023, transfers to be approved by the Board at the next board meeting. RCV:

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

23. Motion by _____, seconded by _____, to authorize the Business Administrator to establish an accounts payable for all 2022-2023 purchase orders which have been received but have not been paid by June 30, 2023 and establish a reserve account for encumbrances for all the 2022-2023 purchase orders which have been encumbered but not received by June 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							

24. Motion by _____, seconded by _____, to update the district's Safe Return to School Plan, 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 initial Preschool Facilities Expansion project submission to the DOE to add 2 toilet rooms to existing classrooms (Room 206 & 207), as 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 approve the submission to amend the Long-Range Facilities Plan to include addition of 2 toilet rooms to existing classrooms (Room 206 & 207), as recommended by the Superintendent. RCV:

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

27. Motion by _____, seconded by _____, to approve enrollment of the following staff member's children for the 2023-2024 school year (policy #5111) , as recommended by the Superintendent. RCV:

STAFF ID	STUDENT ID
13144398	15361952

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

E. PRINCIPALS’ REPORT

F. CORRESPONDENCE

- Letter from Maureen Miller
- Email from Michelle Van Nest

G. COMMITTEE MEETINGS

Education:

28. Motion by _____, seconded by _____, to approve the Book and Media List for the 2023-2024 school year (attachment #10), as recommended by the Superintendent. RCV:

	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 Creative Curriculum* for Preschool, Scope and Sequence for 3 to 4 Year Olds, for the 2023-2024 school year (attachment # 11), as recommended by the Superintendent. RCV:

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

Facilities:

30. Motion by _____, seconded by _____, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2023 – June 30, 2024 for the sum of \$103,980, as recommended by the Superintendent. RCV:

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

31. Motion by _____, seconded by _____, to accept the quotes for the 2023 ESY Special Education Transportation, as recommended by the Superintendent. RCV:

GST TRANSPORT	ESY 23A	ESY 23B
Route Cost	\$274.00/per diem	\$274.00/per diem
Aide Cost	\$ 75.00/per diem	\$ 75.00/per diem
Total Cost	\$349.00/per diem	\$349.00/per diem
Per mileage Adjustment Cost	\$1.50/per mile	\$1.50/per mile
KRAPF SCHOOL BUS		
Route Cost	\$260.00/per diem	\$260.00/per diem

Aide Cost	\$100.00/per diem	\$100.00/per diem
Total Cost	\$360.00/per diem	\$360.00/per diem
Per mileage Adjustment Cost	\$1.98/per mile	\$1.98/per mile
SNYDER BUS SERVICE, INC.		
Route Cost	\$235.00/per diem	\$230.00/per diem
Aide Cost	\$ 70.00/per diem	\$ 70.00/per diem
Total Cost	\$305.00/per diem	\$300.00/per diem
Per mileage Adjustment Cost	\$1.45/per mile	\$1.45/per mile

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

32. Motion by _____, seconded by _____, to award the contract for the 2023 ESY Special Education Transportation, as follows, as recommended by the Superintendent. RCV:

SNYDER	ESY 23A	ESY 23B
Route Cost	\$235.00/per diem	\$230.00/per diem
Aide Cost	\$ 70.00/per diem	\$ 70.00/per diem
Total Cost	\$305.00/per diem	\$300.00/per diem
Per mileage Adjustment Cost	\$1.45/per mile	\$1.45/per mile

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

33. Motion by _____, seconded by _____, to approve the Joint Transportation Agreement with the Warren Hills Regional Board of Education, as listed, for the 2023-2024 school year, as recommended by the Superintendent. RCV:

2023-2024	
Routes	Cost
01/F	\$23,391.39
02/KL	\$24,243.03
03/A	\$22,826.35
04/C	\$27,302.12
12/D	\$26,518.11
14AB/IM	\$27,085.94
15AB/G	\$23,788.23
16AB/E	\$25,879.16
21/H	\$28,271.00
22/VAN 1	\$24,954.81
3SP AM	\$27,261.00
3SP PM	\$27,261.00
TOTAL	\$308,782.14

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

Finance & Policy:

34. Motion by _____, seconded by _____, to approve the 1st reading of the following policies and regulations (Policy Alert 230), as recommended by the Superintendent. RCV:

- 0144 Board Member Orientation and Training (Revised)
- P & R 2520 Instructional Supplies (M) (Revised)
- P 3217 Use of Corporal Punishment (Revised)
- P 4217 Use of Corporal Punishment (New)
- P 5305 Health Services Personnel (M) (Revised)
- P & R 5308 Student Health Records (M) (Revised)
- P & R 5310 Health Services (M) (Revised)
- P 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- P 6115.04 Federal Funds – Duplication of Benefits (M) (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P 7440 School District Security (M) (Revised)
- P 9100 Public Relations (Abolished)
- P 9140 Citizens Advisory Committees (Revised)
- R 9140 Citizens Advisory Committee (M) (Abolished)

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

Personnel:

35. Motion by _____, seconded by _____, 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:

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

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.

36. 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 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: _____ Time: _____

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

MV: _____ Time: _____

38. Motion by _____, seconded by _____, to acknowledge completion of Keith T. Neuhs’ Superintendent Evaluation, on June 13, 2023, as recommended by the Board. RCV:

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

39. Motion by _____, seconded by _____, to approve the Paraprofessional contract between, the Washington Township Board of Education and the Washington Township Education Association, effective July 1, 2023 through June 30, 2026, (attachment #12), pending ratification by the WTEA. RCV:

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

40. Motion by _____, seconded by _____, to approve staff appointments for the 2023-2024 school year (attachment #13). RCV:

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

J. ADJOURNMENT

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