

# Washington Township Board of Education

District Re-Organization & Regular Meeting

Monday, May 8, 2023

7:41 p.m.

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## Minutes of May 8, 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: Kristopher Eisner, Edward Kemp, Vice-President, 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: Jennifer Knittel and Patrick Rock

Flag Salute

## Re-Organization Motions:

Motion by Edward Kemp, seconded by Kimberley Morris, to move the following motions for approval as recommended by the Superintendent. (a,c-kk): RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

- a. To adopt the following Mission Statement:  
*It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the New Jersey Student Learning Standards at all grade levels.*
- c. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.
- d. To establish the agenda for the 2023-2024 school year as follows:  
Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Cash Report, Superintendent Report, Principal's Report, Correspondence, Committee Reports Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.
- e. To adopt the Washington Township School District Policy and Regulations manuals.  
*(In the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)*
- f. To approve the Washington Township School District Job Description Manual.
- g. To approve the following finance appointments/re-appointments for the 2023-2024 school year.

Board Secretary	Jean Flynn
Custodian of Public Records	Jean Flynn
Title 9 Compliance Officer for Contracts	Jean Flynn
Flexible Spending Account Administrator	Jean Flynn
Public Agency Compliance Officer	Jean Flynn
Purchasing Agent	Jean Flynn

- h. To approve the following Education and Personnel appointments/re-appointments for the 2023-2024 school year.

504 Case Manager	Deborah Tierney
504 Coordinator Manager	Jessica Garcia
Accountability Officer/IDEA	Jessica Garcia
Accountability Officer/ESSA	Keith Neuhs
Affirmative Action Officer	Jessica McDonagh
AHERA Coordinator	Michael Angeloni
Anti-Bullying Coordinator	Deborah Tierney
Anti-Bullying Specialist	Jennifer Borusovic
Attendance Officer	Jessica McDonagh
Asbestos Management Officer	Michael Angeloni
Chemical Hygiene Officer	Michael Angeloni
Civil Rights Officer	Keith Neuhs
Curriculum Coordinator	Jessica McDonagh
District Testing Coordinator	Jessica McDonagh
Emergent Services	St. Luke's New Beginnings Pediatrics
ESSA Coordinator	Keith Neuhs
HCS/Right to Know Contact	Michael Angeloni
Health and Safety Designee	Michael Angeloni
Indoor Air Quality Officer	Michael Angeloni
Liaison for Homeless Children	Jessica Garcia
School Safety Coordinator	Keith Neuhs
Substance Awareness Coordinator	Jennifer Borusovic
Title 9 Compliance Office	Keith Neuhs

- i. To appoint Maureen Miller as acting Board Secretary in the absence of the Board Secretary for the 2023-2024 school year.
- j. To approve Maureen Miller, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- k. To approve the bid threshold at \$44,000 and quote threshold at \$6,600 as per 18A:18A-3.
- l. That First Hope Bank be used as depository of school funds.
- m. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy.
- n. That the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary be the authorized signatures for the following accounts: Student Activity, Port Colden Schoolhouse and SUI. Interest earned on Student Activity Account to be distributed proportionately to individual accounts. Superintendent signature stamp to be used in accordance with Board Policy.
- o. That checks for the operating account be signed by the President or alternate and the Board Secretary. Board President signature stamp to be used in accordance with Board Policy.
- p. The checks for payroll and agency be signed by the Board President or Vice-President in the absence of the President. Board President's signature stamp to be used in accordance with Board Policy.
- q. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- r. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Broker.
- s. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Broker.
- t. To appoint Ameriflex, as the Flexible Spending Broker of record.
- u. To designate The Express Times (primary) The Star Ledger (secondary), as official newspapers for notices pertaining to Board meetings and legal advertising.
- v. To appoint PlanConnect as our third-party administrator for our 403(b) Plan.
- w. To approve the following 403b Plan Investor Providers for the 2023-2024 school year.

FTJ Fund Source	Security Benefit
Lincoln Investments	The Legend Group
Oppenheimer	

- x. To approve the following 403b Plan Financial Advisors for the 2023-2024 school year.

Jeffrey Febbo	Patrick O’Keefe
Stephen Frazer	Jonathan H. Peck

- y. To approve the following Disability Insurance Plans.

Prudential Insurance –Teachers, Administrators, Support Staff
The Hartford – Administrators, Support Staff

- z. To authorize the Superintendent to dispose of equipment.  
 aa. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15<sup>th</sup> of the month or to secure a discount if paid within a certain time period and to adopt the 25<sup>th</sup> of the month to be the cutoff date for receiving bills for the payment of the next months’ bills.  
 bb. To designate the Superintendent to approve budget line-item transfers between Board Meetings to be ratified by the Board at their regular meeting regular meeting as per N.J.S.A.18A:22-8.1.  
 cc. To approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts and Cooperative Purchasing Programs, for the 2023-2024 school year.  
 dd. To approve the Washington Township Pest Management Plan.  
 ee. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.  
 ff. To set the substitute rates for the 2023-2024 school year as listed.

POSITION	DAILY RATE
Clerical	NJ Minimum Wage
Custodian	NJ Minimum Wage
Paraprofessional	\$100.00
Nurse	\$200.00
Teacher	\$110.00

- gg. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.  
 hh. To approve the following tuition rates for the 2023-2024 school year.

Pre-School/Kindergarten	\$22,030
Grades 1-5	\$20,487
Grade 6	\$22,613
LLD	\$36,808
MD	\$43,951
Pre-K Disability/part-time	\$31,612

- ii. To approve the following resolution; WHEREAS, the Board approves a direct deposit program, compliance by an employee shall be mandatory. The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14 all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required on N.J.A.C 6A:23A-5.7 and Policy 6510. NOW THEREFORE, BE IT RESOLVED, that the mandatory direct deposit program will be continued for the 2023-2024 school year.  
 jj. To approve the Marzano Teacher Evaluation Model, for teacher evaluations, for the 2023-2024 school year.  
 kk. To approve the AchieveNJ Principal and Asst./Vice Principal Evaluation Model, for principal evaluations, for the 2023-2024 school year.

Motion by Edward Kemp, seconded by Kimberley Morris to amend the motion (4b) to approve the adoption, of the existing curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs and to re-adopt the curriculum revision cycle for 2023-2024, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, , seconded by Edward Kemp, to approve the minutes of April 24, 2023, as presented. MV: all voting yes, Eisner abstained, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, to approve the executive session minutes of April 24, 2023, as presented. MV: all voting yes, Eisner abstained, motion carried.

Motion by Nick Riess, seconded by Edward Kemp, to approve the special minutes of May 1, 2023, as presented. MV: all voting yes, Eisner and Morris abstained, motion carried.

**B. PUBLIC QUESTIONS - (agenda items) -NONE**

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

**C. SECRETARY'S REPORT**

Motion by Nick Riess, seconded by Kimberley Morris, to approve the Student Activity and Cafeteria Account Reports for the month ending March 31, 2023, as presented. MV: all voting yes, motion carried.

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

Motion by Kimberley Morris, seconded by Kristopher Eisner, to approve the Bills List for May 2023. MV: all voting yes, motion carried.

Motion by Nick Riess, seconded by Kristopher Eisner, to approve the Board Secretary's and Cash Reports for the month ending March 31, 2023 RCV: Eisner, Kemp, 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 Cash Reports 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 over expended 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.

**D. SUPERINTENDENT'S REPORT**

Motion by Kimberley Morris, seconded by Nick Riess, to place the following classified students in the Washington Township Extended School Year Program, at Brass Castle School, June 26, 27 and 28, 2023 and July 6-28, 2023, 8:30-12:30 p.m., as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

**2023 ESY STUDENTS**

15010781	14530928	13607965	14536439	14883796	14741325	14563723	14204977
14205452	15269503	15745168	13202173	13175068	15686945	15959616	15904486
15853901	15950820	15136813	15718447	13380320	14056691		

Motion by Nick Riess, seconded by Kristopher Eisner, 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, 8:30-12:30 p.m., as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

<b>STAFF MEMBER</b>	<b>POSITION</b>	<b>RATE</b>
Elizabeth Anema	Nurse	\$38.13
Katherine Ferrara	OT	\$38.13
Sue Graham	Reading Intervention	\$38.13
Claudia Izeppi	Teacher	\$38.13
Zairah Lamothe	SE Teacher	\$38.13
Joan Pare	SE Teacher	\$38.13
Andrew Rusnak	SE Teacher	\$38.13
Toni Ann Smith	SE Teacher	\$38.13
Patricia Stasse	Nurse Substitute	\$38.13
Melanie Ward	SE Teacher	\$38.13
Genevieve Williams	BCBA	\$38.13
Kimberly Cope	Paraprofessional	\$14.13*
Deb Dunlap	Paraprofessional ABA Level 1	\$16.30*
Katie Faitoute	Paraprofessional	\$14.13*
Jeanne Hepp	Paraprofessional	\$14.13*
Rekha Joneja	Paraprofessional	\$14.13*
Sheridan Mecca	Paraprofessional ABA Level 1	\$18.45*
Colleen Morea	Paraprofessional ABA Level 2	\$23.25*
Barbara Pierson	Paraprofessional ABA Level 2	\$20.45*
Agatha Russo	Paraprofessional ABA Level 2	\$18.30*
Courtney Ward	Paraprofessional ABA Level 2	\$18.13*

**\* salary to be adjusted upon the ratified WTEA negotiated contract**

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve summer hours for the following staff to service students in the district from July 1, 2023-August 25, 2023, up to 5 days, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Jennifer Borusovic	School Psychologist
Katherine Ferrara	OT
Erin Karl	School Social Worker
Nicole Smith	Speech Specialist
Deborah Tierney	School Counselor
Rebecca Whalen	LDTC
Genevieve Williams	BCBA

Motion by Edward Kemp, seconded by Nick Riess, to approve Dawn Nisivoccia, to provide intermittent Home Instruction for Student Local ID #12999629, not to exceed 10 hours per week, at contract ed rate, April 25, 2023 through May 24, 2023, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Kristopher Eisner, to approve the following 2023 summer custodians, at the summer hourly rate below, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

NAME	RATE
Katherine Amon	\$14.13
Joshua Dunlap	\$14.13
Stephanie Dunlap	\$14.13
Emma Smith	\$14.13
Jacob Smith	\$14.13
Louis Yawger	\$14.13

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage	Parking	Tolls	Lodging Costs	Meals
Board of Education Members	NJSBA Workshop	\$2,100 (group rate)	10/23/-26, 2023	250/RT	receipts	\$10.00	\$1170 (3 rooms)	Receipts not to exceed (Mon. & Wed) \$44.25 (Tuesday) \$59.00 w/receipts (GSA rates)
Michael Angeloni	Education Services Commission of New Jersey (ESCNJ) Expo Edison, NJ	-	5/24/2023	93.00/RT	-	-	-	-
	Indoor Air Quality Workshop Sussex County Vocational School	-	6/02/2023	138/RT	-	-	-	-

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the following Independent Therapist, for the 2023-2024 school year, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting

Bonnie Adamski	Home ABA Therapist/Teacher	\$55.00/hr.
Michele DeSanto	Avalon Therapy, LLC	\$95.00/hr.

Motion by Kimberley Morris, seconded by Nick Riess, to approve a healthcare staffing agreement between the Washington Township Board of Education and Best Choice Home Care, LLC to provide substitute school nursing, for the 2023-2024 school year, at the following rates, as recommended by the Superintendent. RCV:

- \$71.00 per hour for services rendered by an RN/LPN

Motion by Nick Riess, seconded by Kimberley Morris, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2023-2024 school year with an administrative cost of 4.5 %, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Kimberley Morris, to approve the 2023-2024 services and rates agreement between the Washington Township Board of Education and the Hunterdon County Educational Services Commission (HCESC) to provide as needed services, as per rate sheet (attachment 8) for the 2023-2024, school year, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to approve an agreement between the Washington Township Board of Education and the Hunterdon County Educational Services Commission (HCESC) to provide paraprofessionals for the 2023-2024 school year, as needed, at the following rate, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess, and Graf, all voting yes, motion carried.

- 29.40 per hour (inclusive of pension contribution, paid personal and sick days, payroll taxes, workers compensation, unemployment and admin. fee).

Motion by Kimberley Morris, seconded by Nick Riess, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2023-2024 school year with an administrative cost of 4%, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve the 2023-2024 Ancillary Agreement between Washington Township Board of Education and Sussex County Educational Services Commission (SCESC) to provide services, as needed, as per rate sheet (attachment 9), for the 2023-2024 school year, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the 2023-2024, Independent Evaluators and Reasonable Rates (attachment 10 ), as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris , seconded by Kristopher Eisner, to approve PL2015, (attachment 11), as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

Motion by Edward Kemp, seconded by Nick Riess, to award the following contracts without competitive bidding as professional services, for the 2023-2024 school year, pursuant to N.J.S.A. 18A:18A-5a(1), as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

SERVICE	AWARDED TO
Applied Behavioral Analysis (ABA) Home Services	Bonnie Adamski
Architect	Gianforcaro, Architects/Engineers
Auditor	Anthony Ardito & Co., LLP
Board Attorney	Scarinci & Hollenbeck
Data Warehousing/Assessment Analytics	Curriculum Associates

Historical Grant Writer	Eclectic Architecture, LLC
Physical Therapy	Michele DeSanto, Avalon Therapy, LLC
School Physician	St. Luke's New Beginning Pediatrics - Dr. Charles Evans III, MD
Student Information System	Oncourse Systems

Motion by Kimberley Morris, seconded by Nick Riess, to approve R&L Data Centers Inc., 2023-2024 payroll and related services agreement, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Per Payroll Charge	\$398.00
Additional Payroll Charge	\$398.00 (fixed cost)
W-2 Preparation & Filing Costs	\$150.00 plus \$7.50 per W-2 prepared

Motion by Edward Kemp, seconded by Nick Riess, to approve Michael McDonagh, as a volunteer for Port Colden School Field Day, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

**E. PRINCIPALS' REPORT**

**F. CORRESPONDENCE: NONE**

**G. COMMITTEE REPORTS**

**Education:**

**Facilities:** Bus evacuation drills were held at Brass Castle and Port Colden Schools on May 2, 2023 & May 3, 2023.

Motion by Edward Kemp, seconded by Nick Riess, to set the school lunch prices for the 2023-2024 school year, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Student Breakfast	\$2.00
Student Lunch	\$3.50
Student Entrée Only	\$2.75
Adult Breakfast	\$2.50
Adult Lunch	\$4.20

**Finance & Policy:**

**H. PUBLIC QUESTIONS AND DISCUSSION** - old and/or new business - NONE

(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 c & i below.

Motion by Kristopher Eisner, seconded by Kimberley Morris, 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.





Motion by Edward Kemp, seconded by Kimberley Morris, to approve Zaairah Lamothe, Teacher, Step 1 BA, for the 2023-2024 school year, salary to be \$53,035, upon completion of employment requirements, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Kristopher Eisner, to approve Andrew Rusnak, Teacher, for the 2023-2024 school year, Step 1 BA, salary to be \$53,035, upon completion of employment requirements, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Nick Riess, to approve Jonathan Neuhs, as a volunteer for Brass Castle/Port Colden Field Days, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the Agreement between the Washington Township Board of Education and AlphaBEST Education, to provide before and after school Child Care Programs, for the Washington Township School District, effective first day of school through the 2023-2024 school year, as recommended by the Superintendent. RCV: Eisner, Kemp, Morris, Riess and Graf, all voting yes, motion carried.

**J. ADJOURNMENT**

Motion by Nick Riess, seconded by Kristopher Eisner, to adjourn.

MV: unanimous, motion carried      Time: 8:50 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary