

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, August 21, 2023

7:30 p.m.

A. AGENDA:

1. Call to order by President.

Time: _____

The New Jersey Open Public Meeting Law was enacted to ensure 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, 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 July 17, 2023, as presented.

MV:

B: PRESENTATION: GIRLS SCOUT GOLD AWARD PROJECT – Sara Dicksen

C. PUBLIC QUESTIONS AND DISCUSSION: (agenda items)

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

D. SECRETARY'S REPORT:

5. Motion by _____, seconded by _____, to approve the final Student Activity Report, for the month ending June 30, 2023, as presented.

MV:

6. 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							

7. Motion by _____, seconded by _____, to approve the Bills List from July 19, 2023 to July 31, 2023.
MV:

8. Motion by _____, seconded by _____, to approve the August 2023 Bills List.
MV:

9. Motion by _____, seconded by _____, to approve the final Board Secretary’s and Cash Reports for the month ending June 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.

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

E. SUPERINTENDENT’S REPORT

10. Motion by _____, seconded by _____, to approve \$17,400 of Susan Graham’s salary to be funded by the 2023-2024 ESEA Federal Grant, as recommended by the Superintendent. RCV:

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

11. Motion by _____, seconded by _____, to approve the Preschool Facilities Expansion Grant 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							

12. Motion by _____, seconded by _____, to submit Dual Use applications for use of education space in Brass Castle School, for the 2023-2024 school year, Room 205 for BSI/Reading Intervention and Resource Room and Room 102 for BSI/Reading Intervention and Resource Room, to the County Executive Superintendent for approval. RCV:

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

13. Motion by _____, seconded by _____, to apply for approval, from the Warren County Office of Education, for Toilet Room Facilities Waiver for Brass Castle School Preschool (Rooms 206 & 207) to use the bathroom located within eyesight (PS/Girls Bathroom), for the 2023-2024 school year, 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 an additional 2 days to service students in the district from July 17, 2023 - August 25, 2023, as recommended by the Superintendent. RCV:

Rebecca Whalen	LDTC
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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 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
Peggy Edmiston	STS Meeting	\$0.00	Aug. 3, 2023	35.2	\$0.00	\$0.00	\$0.00	\$0.00

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

16. Motion by _____, seconded by _____, to accept, with regret, the resignation of Charles Amon, Custodian, and waive the 14-day notice clause in contract, without setting precedence, effective July 26, 2023, as recommended by the Superintendent. RCV:

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

17. Motion by _____, seconded by _____, to accept, with regret, the resignation of Sean Morris, Custodian, effective August 25, 2023, 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 the following teachers as mentors for the 2023-2024 school year, as recommended by the Superintendent. RCV:

FORMAL MENTOR	STAFF MEMBER
Joan Reape Pare	Zaairah Lamothe - BC
Toni Ann Smith	Andrew Rusnak - PC

	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 following substitutes for the 2023-2024 school year, (upon completion of employment requirements), as recommended by the Superintendent. RCV:

John Randolph	Teacher/Paraprofessional
Charles Amon	Custodian

	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 bus routes 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							

21. Motion by _____, seconded by _____, to approve Sara Dickson’s Girl Scout Gold Award Project (Attachment #12), as recommended by the Superintendent. RCV:

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

F. PRINCIPALS’ REPORT

G. CORRESPONDENCE:

- Email from Charles Amon
- Email from Sean Morris
- Letter from State of New Jersey Department of Education

H. COMMITTEE MEETINGS:

Education Committee: August 17, 2023

Facilities Committee:

22. Motion by _____, seconded by _____, to accept the following quotes to replace Brass Castle and Port Colden Storage Shed (12’x40’) roof and repair and replace damaged siding, as recommended by the Superintendent. RCV:

Contractor	Brass Castle	Port Colden	Total
Franklin Free Jr./dba I-CON struction	\$6,110	\$ 6,110	\$12,220
Q&A Corp./dba Deegan Bros Roofing & Siding	\$7,300	\$ 7,300	\$14,600
Everittstown Builders		\$11,000	
eGordian	No Quote	No Quote	No Quote

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

23. Motion by _____, seconded by _____, to award the contract to Franklin Free Jr./dba I-CON struction for \$12,220 to replace Brass Castle and Port Colden Storage Shed (12’x40’) roof and repair and replace damaged siding, 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 accept the following quotes to install a black chain link fence at Brass Castle School for our Preschool Program, as recommended by the Superintendent. RCV:

Contractor	Quote
Fox Fence	\$11,720
York Fence Construction Co. Inc.	\$ 6,300

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

25. Motion by _____, seconded by _____, to award the contract to York Fence Construction Co. Inc. for \$6,300 to install a black chain link fence at Brass Castle School for our Preschool Program, 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 adopt the following Resolution to Withdraw Maintenance Reserve, 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 time 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:

\$ 3,740 for Change order for Brass Castle Walk-in Refrigerator/Freezer
 \$12,220 for BC & PC Shed Roof Replacement and Siding
\$ 9,040 for Miscellaneous Maintenance (OSH Air Conditioning, additional Septic Pumping Cost, etc.)
 \$20,000 Total

WHEREAS, according to 6A:23A-14.2(e), 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							

27. Motion by _____, seconded by _____, to approve the 2023-2024 Delivery Service Agreement with Maschio’s Trucking, LLC to provide pickup and delivery of USDA Commodities, at a rate of \$175.95 per delivery, and a flat rate of \$3.50 will be charged for each delivered case exceeding 49 cases, 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 Committee:

Personnel Committee: August 17, 2023

28. Motion by _____, seconded by _____, to approve the following custodian pay rate adjustment effective September 1, 2023, as recommended by the Superintendent. RCV:

Employee	Rate
Zaida Amon	\$20.50
David Carvatt	\$16.75
Charles Patrick Hurd	\$16.25
Robert Griffiths	\$16.00

	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 following personnel for the 2023-2024 school year, (upon completion of employment requirements), as recommended by the Superintendent. RCV:

Employee	Position	Salary/Rate/Per Diem
Elizabeth Vespucci	Longterm Substitute Teacher (8/28/23 through 12/22/2023)	BA, Step 1 - \$53,035 (pro-rated)
Michele Ganova	Paraprofessional	Step 1, \$16.00 hr.
Willie Franklin	Part-time Custodian	\$16.00 hr.
Catherine Amon	Part-time Custodian	\$16.00 hr.

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

I. 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.)

J. EXECUTIVE SESSION - if required as indicated in items b below.

30. 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 by 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: _____

Time: _____

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

MV: _____

Time: _____

K. ADJOURNMENT:

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

MV: _____

Time: _____