

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

Monday, August 21, 2023

7:32 p.m.

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**Minutes of August 21, 2023**

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.

Members in attendance: Kristopher Eisner, Edward Kemp, Vice President, Nick Riess, Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia, Principal and Jessica McDonagh, Principal.

Members absent: Jennifer Knittel and Kimberley Morris.

Flag Salute

Motion by Nick Riess, seconded by Edward Kemp, to approve the minutes of July 17, 2023, as presented. MV: all voting yes, Eisner and Rock abstained, motion carried.

**B: PRESENTATION: GIRLS SCOUT GOLD AWARD PROJECT – Sara Dickson**

Motion by Patrick Rock, seconded by Nick Riess, to approve Sara Dickson's Girl Scout Gold Award Project (Attachment #12), as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

**C. PUBLIC QUESTIONS AND DISCUSSION: NONE**

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

**D. SECRETARY'S REPORT:**

Motion by Nick Riess, seconded by Kristopher Eisner, to approve the final Student Activity Report, for the month ending June 30, 2023, as presented.

MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve the attached transfers, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Patrick Rock, to approve the Bills List from July 19, 2023 to July 31, 2023.

MV: all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the August 2023 Bills List.

MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, to approve the final Board Secretary's and Cash Reports for the month ending June 30, 2023, as presented.

RCV: Eisner, Kemp, Riess, Rock 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.

## **E. SUPERINTENDENT'S REPORT**

Motion by Edward Kemp, seconded by Nick Riess, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Patrick Rock, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Kristopher Eisner, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Kristopher Eisner, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Rebecca Whalen	LDTTC
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Motion by Nick Riess, seconded by Patrick Rock, to approve the out-of-district experiences, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

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

Motion by Kristopher Eisner, seconded by Nick Riess, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to accept, with regret, the resignation of Sean Morris, Custodian, effective August 25, 2023, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Nick Riess, seconded by Kristopher Eisner, to approve the following teachers as mentors for the 2023-2024 school year, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

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

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the following substitutes for the 2023-2024 school year, (upon completion of employment requirements), as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

John Randolph	Teacher/Paraprofessional
Charles Amon	Custodian

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve the bus routes for the 2023-2024 school year (Attachment #10), as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, to approve the following Substitute for the 2023-24 school year, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Jack Quinoa	Teacher/Paraprofessional
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Motion by Patrick Rock, seconded by Nick Riess, to approve (1) one additional day to service students in the District from July 17, 2023, to August 25, 2023, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Erin Karl	School Social Worker
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## **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:**

Motion by Nick Riess, seconded by Patrick Rock, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

<b>Contractor</b>	<b>Brass Castle</b>	<b>Port Colden</b>	<b>Total</b>
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

Motion by Kristopher Eisner, seconded by Patrick Rock, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nick Riess, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

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

Motion by Nick Riess, seconded by Patrick Rock, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

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.

Motion by Kristopher Eisner, seconded by Patrick Rock, 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: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

**Finance & Policy Committee:**

**Personnel Committee:** August 17, 2023

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following custodian pay rate adjustment effective September 1, 2023, as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

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

Motion by Patrick Rock, seconded by Kristopher Eisner, to approve the following personnel for the 2023-2024 school year, (upon completion of employment requirements), as recommended by the Superintendent.

RCV: Eisner, Kemp, Riess, Rock and Graf, all voting yes, motion carried.

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.

**I. 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.)

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

Motion by Kristopher Eisner, seconded by Patrick Rock, 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: unanimous, motion carried

Time: 8:31 p.m.

Motion by Kristopher Eisner, seconded by Edward Kemp, to return to open session.

MV: unanimous, motion carried

Time: 8:40 p.m.

**K. ADJOURNMENT:**

Motion by Nick Riess, seconded by Patrick Rock, to adjourn.

MV: unanimous, motion carried

Time: 8:40 p.m.

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary