

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Tuesday, June 13, 2023

7:30 p.m.

Minutes of June 13, 2023

The New Jersey Open Public Meeting Law was enacted to ensure 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: Jennifer Knittel, Kimberley Morris, Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator and Jessica Garcia, Principal.

Members absent: Kristopher Eisner, Edward Kemp and Nick Riess.

Flag Salute

Motion by Jennifer Knittel, seconded by Kimberly Morris, to approve the minutes of May 8, 2023, as presented. MV: all voting yes, Knittel and Rock abstained, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, to approve the executive session minutes of May 8, 2023, as presented. MV: all voting yes, Knittel and Rock abstained, motion carried.

B. PUBLIC QUESTIONS AND DISCUSSION - (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 Patrick Rock, seconded by Jennifer Knittel, to approve the Student Activity and Cafeteria Account Reports for the month ending April 30, 2023, as presented. MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the attached transfers, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, to approve the Bills List from June 1, 2023-June 9, 2023. MV: all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve the Board Secretary's and Cash Reports for the month ending April 30, 2023, as presented. RCV: Knittel, Morris, 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.

Motion by Jennifer Knittel, seconded by Patrick Rock, to approve voiding the following, prior years, uncashed checks, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

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

Motion by Kimberley Morris, seconded by Jennifer Knittel, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

D. SUPERINTENDENT’S REPORT

Motion by Patrick Rock, seconded by Jennifer Knittel, to accept, with regret, the resignation of Michelle Van Nest, part-time Paraprofessional, and waive the 14-day notice clause in contract, without precedence, effective May 19, 2023, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Kimberley Morris, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, to approve summer hours for the following staff to service students in the district from June 14, 2023-August 25, 2023, up to 2 days, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Jesse Wyke	Speech Specialist
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Motion by Patrick Rock, seconded by Jennifer Knittel, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

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

Motion by Kimberley Morris, seconded by Patrick Rock, to approve the following 2023 summer custodian, at the summer hourly rate below, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

NAME	RATE
Robert Wassmuth	\$14.13/hr.

Motion by Patrick Rock, seconded by Jennifer Knittel, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

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

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	-	-	-	-	-

Motion by Kimberley Morris, seconded by Patrick Rock, to approve the submission of the FY24 ESEA Grant Application, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

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

Motion by Patrick Rock, seconded by Jennifer Knittel, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

WHEREAS, NJSIA 18A:21-2, NJSIA 18A:7G-31, and NJSIA 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.

Motion by Patrick Rock, seconded by Jennifer Knittel, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Patrick Rock, to update the district's Safe Return to School Plan, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Kimberley Morris, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, 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: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve enrollment of the following staff member's children for the 2023-2024 school year (policy #5111), as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf, all voting yes, motion carried.

STAFF ID	STUDENT ID
13144398	15361952

Motion by Kimberley Morris, seconded by Patrick Rock, to approve a health care staffing agreement between the Washington School District and Loving Care Agency, Inc. d/b/a Aveanna Healthcare to provide one-on-one nursing services on school campus or offsite for a school sponsored event, including transportation, at the following rates (attachment 13), as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

SERVICE	HOURLY RATES
1:1 RN	\$75.00
1:1 LPN	\$70.00
School Nurse RN	\$75.00

School Nurse LPN	\$70.00
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E. PRINCIPALS’ REPORT

F. CORRESPONDENCE

- Letter from Maureen Miller
- Email from Michelle Van Nest

G. COMMITTEE MEETINGS

Education:

Motion by Kimberley Morris, seconded by Patrick Rock, to approve the Book and Media List for the 2023-2024 school year (attachment #10), as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, 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: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Facilities:

Motion by Jennifer Knittel, seconded by Patrick Rock, 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: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Jennifer Knittel, to accept the quotes for the 2023 ESY Special Education Transportation, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

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

Motion by Patrick Rock, seconded by Jennifer Knittel, to award the contract for the 2023 ESY Special Education Transportation, as follows, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

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

Motion by Jennifer Knittel, seconded by Patrick Rock, 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: Knittel, Morris, Rock and Graf all voting yes, motion carried.

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

Finance & Policy:

Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the 1st reading of the following policies and regulations (Policy Alert 230), as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

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)

Personnel:

Motion by Patrick Rock, seconded by Kimberley Morris, 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: Knittel, Morris, Rock and Graf all voting yes, motion carried.

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.) - NONE

I. EXECUTIVE SESSION - if required as indicated in items c & i below.

Motion by Patrick Rock, 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.

- 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: unanimous, motion carried Time: 8:07 p.m.

Motion by Kimberley Morris, seconded by Patrick Rock, to return to open session.

MV: unanimous, motion carried Time: 8:31 p.m.

Motion by Patrick Rock, seconded by Kimberley Morris, to acknowledge completion of Keith T. Neuhs' Superintendent Evaluation, on June 13, 2023, as recommended by the Board. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Kimberley Morris, 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: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, to approve staff appointments for the 2023-2024 school year (attachment #13). RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Patrick Rock, to affirm the administration's decision in HIB case #PC060823, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to affirm the administration's decision in HIB case #PC060823-2, as recommended by the Superintendent. RCV: Knittel, Morris, Rock and Graf all voting yes, motion carried.

J. ADJOURNMENT

Motion by Jennifer Knittel, seconded by Patrick Rock, to adjourn.

MV: unanimous, motion carried

Time: 8:34 p.m.

Respectfully submitted:

Jean Flynn, Business Administrator/Board Secretary