

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, November 13, 2023

7:31 p.m.

Minutes of November 13, 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 on January 12, 2023, to Express Times and the Clerk of Washington Township.

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

Members absent: Jessica Garcia, Principal

Flag Salute

B. PUBLIC HEARING:

- Audit Presentation by Anthony Ardito, Auditor – Ardito & Company, LLP

Motion by Kristopher Eisner, seconded by Edward Kemp, to accept the Annual Comprehensive Financial Report, (ACFR), and report of Administrative Findings: Financial, Compliance and Performance, for the fiscal year ending June 30, 2023, and note that there were no audit recommendations.

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

As per Public Law 6A:16-2.1 each school district shall, in consultation with their school physician, create a District Nursing Services Plan. The plan shall be adopted annually during a public hearing conducted at a regular board of education meeting.

- District Nursing Services Plan (**Attachment #12**)

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the 2023-24 District Nursing Services Plan, as recommended by the Superintendent.

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

C. PRESENTATION(s):

- School Climate Committee Self-Assessment - Keith T. Neuhs

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve school climate self-assessment and submission, as recommended by the Superintendent.

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

- District Assessment Presentation – Keith T. Neuhs (**Attachment #13**)

Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the minutes of October 2, 2023, as presented.

MV: all voting yes, Kristopher Eisner abstained, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to approve the executive session minutes of October 2, 2023, as presented.

MV: all voting yes, Kristopher Eisner abstained, motion carried.

D. PUBLIC QUESTIONS AND DISCUSSION: (Agenda items) NONE

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

E. SECRETARY'S REPORT:

Motion by Nick Riess, seconded by Jennifer Knittel, to approve the Student Activity and Cafeteria Report for the month ending September 30, 2023, as presented.

MV: all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Kristopher Eisner, to approve the attached transfers, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Nick Riess, to approve the Bills List for the month of October 2023.

MV: all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Jennifer Knittel, to approve the Board Secretary's and Cash Reports for the month ending September 30, 2023, presented.

RCV: Eisner, Kemp, Knittel, Morris, 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 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.

Kimberley Morris left the meeting at 8:37 p.m.

F. SUPERINTENDENT’S REPORT:

Motion by Edward Kemp, seconded by Patrick Rock, to approve the following Personnel for the 2023-24 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Kirsten Goodnick	Longterm Substitute Teacher (Jan. 2, 2023 – last day of school)	BA, Step 1 - \$53,035 (pro-rated)
Allison Maiz	Substitute Nurse	Daily Rate
Nancy McGovern	Substitute Teacher/Para	Daily Rate

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following field trip for the 2024-2025 school year, as recommended by the Superintendent. *(All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles or otherwise noted. Parents/guardians are responsible for all fees and transportation costs).*

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

Grade	Destination
6	Camp Bernie

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the following club for the 2023-2024 school year, as recommended by the Superintendent.

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

Club	Sponsor	Grade	# of Students	Season	Sessions
Chorus	Schepis	5-6			25

Motion by Kristopher Eisner, seconded by Jennifer Knittel, to approve the out-of-district experiences, as recommended by the Superintendent.

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Jessica Garcia	Pre-K Directors/Administrators Training	\$0.00	October 27, 2023	-	-	-	-	-
Jean Flynn	Pre-K Grant – Panel Discussion	0.00	November 13, 2023	22	-	-	-	-
Peggy Edmiston	Pre-K Grant – Panel Discussion	0.00	November 13, 2023	22	-	-	-	-
Susan Graham	Rapid Educator Training (Online)	0.00	December 7, 2023	-	-	-	-	-
Rebecca Rader	Rapid Educator Training (Online)	0.00	December 7, 2023	-	-	-	-	-
Sarah Bettenhausen	Foundations – Level 1 (Virtual)	\$330.00	December 15, 2023	-	-	-	-	-
Nicole Campagna	Foundations – Level 1 (Virtual)	\$330.00	December 15, 2023	-	-	-	-	-
Kara Cruts	Foundations – Level 1 (Virtual)	\$330.00	December 15, 2023	-	-	-	-	-
Rebecca Whalen	Comprehensive Assessment for Intervention (Virtual)	\$275.00	January 24-26, 2024	-	-	-	-	-

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

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

WHEREAS, N.J.S.A. 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 authorized 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:

\$ 8,400 for Port Colden exterior door (18) repairs

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 Nick Riess, to accept the Child Assault Prevention (CAP) Grant for 2023-2024 in the amount of \$948.00 (with an anticipated WTSD share of program to be \$284.00), as recommended by the Superintendent.

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

Motion by Patrick Rock, seconded by Nick Riess, to authorize the submission of the FY2025 projected Preschool Enrollment and Operating Plan as recommended by the Superintendent. **(Attachment #14)**

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

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve the following Epi-Pen Delegates for the 2023-24 school year, as recommended by the Superintendent.

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

Sarah Bettenhausen	Melissa Patamia
Amybeth Kupcha	Barbara Pierson
Jessica McDonagh	Toni Smith
Megan Ordemann	Elizabeth Vespucci
Keith Neuhs	

Motion by Nick Riess, seconded by Kristopher Eisner, to approve Joan Pare up to 10 hours weekly of Home Instruction and 1 hour prep time for every 5 hours of Instruction, to be provided to Student Local #13658973 between October 10, 2023, through October 20, 2023, (may be extended through November 17, 2023) as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve a leave of absence, for Employee #4206, through the NJ Family Leave Act, beginning November 13, 2023, with a return date of February 12, 2024, as recommended by the Superintendent.

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

Motion by Nick Riess, seconded by Jennifer Knittel, to approve the following Substitute for the 2023-24 school year, (upon completion of employment requirements), as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Erica Ward	Substitute Teacher/Paraprofessional	Daily Rate

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following teacher as mentor for the 2023-24 school year, as recommended by the Superintendent.

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

Formal Mentor	Staff Member
Amybeth Kupcha	Elizabeth Vespucci

G. PRINCIPAL’S REPORTS

H. CORRESPONDENCE

- Letter from Shannon Wilhelm

I. COMMITTEE REPORTS

Education: NONE

Facilities: NONE

Note: Bus evacuation drills were held at Brass Castle School and Port Colden School on October 10, 2023.

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve the annual Health and Safety Evaluation of School Buildings Checklist State of Assurance for school year 2023-24, as recommended by the Superintendent. **(Attachment #15)**

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the M-1 (Annual Maintenance Budget Amount Worksheet), as per N.J.A.C. 6A:26A-4.1, to be submitted to the Executive County Superintendent, as recommended by the Superintendent.

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

Motion by Nick Riess, seconded by Edward Kemp, to approve the submission of the Comprehensive Maintenance Plan (CMP) for 2022-2023, 2023-2024, 2024-2025, as per 6A:26A-3.1 to the Executive County Superintendent, as presented and recommended by the Superintendent.

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

Finance & Policy: NONE

Personnel: NONE

J. 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.)

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

Motion by Kristopher Eisner, seconded by Edward Kemp, 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. All appropriate persons, who may be discussed in private session have been adequately notified.

- 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

Patrick Rock left the meeting at 9:17 p.m.

MV: unanimous, motion carried

Time: 9:17 p.m.

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

MV: unanimous, motion carried

Time: 9:29 p.m.

Motion by Nick Riess, seconded by Edward Kemp, to affirm the administration's decision in HIB case #PC100423, as recommended by the Superintendent.

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

L. ADJOURNMENT

Motion by Kristopher Eisner, seconded by Jennifer Knittel, to adjourn.

MV: unanimous, motion carried

Time: 9:31 p.m.

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary