

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, February 12, 2024

7:02 p.m.

Minutes of February 12, 2024

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 11, 2024, to Express Times and the Clerk of Washington Township.

Members in attendance: Edward Kemp, Vice President, Jennifer Knittel, Nicholas Riess, Patrick Rock (arrived at 7:23pm) and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia, Principal, and Jessica McDonagh, Principal.

Members absent: Kristopher Eisner and Kimberley Morris.

Flag Salute

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the minutes of January 3, 2024, as presented.

MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the executive session minutes of January 3, 2024, as presented.

MV: all voting yes, 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 Nicholas Riess, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Report for the month ending December 31, 2023, as presented.

MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the attached transfers, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Bills List for January 2024.

MV: all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Edward Kemp, to approve the Board Secretary's and Cash Reports for the month ending December 31, 2023, as presented.

RCV: Kemp, Knittel, 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 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 Edward Kemp, seconded by Nicholas Riess, to approve the Shared Services Contract between Washington Township School District and Clinton Township School District for a Preschool Instructional Coach (PIC) for the 2023-24 school year. Clinton Township School District will provide the Washington Township School District with a PIC for one (1) day per week, commencing on or about February 1, 2024. The Washington Township School District will pay one-fifth (1/5) of the salary and benefits (\$2,335.74 monthly) for the Preschool Instructional Coach's services to the Clinton Township School District. (Preschool Instructional Coach to be funded through NJ Preschool Expansion Funding.) **(Attachment #10)**

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the following Resolution/Waiver of Requirements, Special Education Medicaid Initiative (SEMI) Program, as recommended by the Superintendent.

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

Whereas, N.J.A.C 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school year, and;

Whereas, the Washington Township Board of Education currently has 21 Medicaid-Eligible/Special Education projected students for the 2024-2025 school year, the Board desires to request a SEMI waiver based on the 40 or fewer Medicaid-Eligible classified students;

Now, Therefore Be It Resolved, that the Washington Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Warren, an appropriate waiver of the requirements of N.J.A.C 6A23A-5.3 for the 2024-2025 school year.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the application for submission of NJ Learning Acceleration Program - High Impact Tutoring Reissue Competitive Grant, as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Edward Kemp, that the Washington Township Board of Education hereby establishes the school district travel maximum, pursuant to N.J.A.C 6A:23A-7.3 for the 2024-2025 school year at the sum of \$35,000 and the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the Extended School Year (ESY) 2024 Program, to operate at Port Colden School, July 1-2, 2024, and July 8-31, 2024, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the following field trips for the 2023-2024 school year, as recommended by the Superintendent.

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

Grade	Destination
1 st Grade	Crayola Factory
3 rd Grade	Turtle Back Zoo
6 th Grade	Warren County Technical School

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

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Heidi Kaiven	Hunterdon County Librarians Assoc.	75.00	February 15, 2024	44	-	-	-	-
Jean Flynn	Indoor Air Quality	-	March 15, 2024	-	-	-	-	-
Rebecca Rader	Judge at FCCLA	-	March 20, 2024	143	-	-	-	-
Jessica McDonagh	Social Emotional Learning Gaps (virtual)	75.00	March 26, 2024	-	-	-	-	-
Jessica McDonagh	Supporting the Behavioral Needs of Diverse Learners (virtual)	75.00	May 17, 2024	-	-	-	-	-
Zaairah Lamothe	Clinton Twp School-Preschool Observation	-	February 14, 2024	32.4	-	-	-	-
Renee Seiz	Clinton Twp School-Preschool Observation	-	February 14, 2024	32.4	-	-	-	-

Motion by Nicholas Riess, seconded by Edward Kemp, to approve the following personnel to serve on the Mathematics Series Review Committee. Committee members to be compensated as per WTEA negotiated agreement, up to ten hours each, as recommended by the Superintendent.

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

Employee
Lisa Galoppo
Susan Peterson
Joanne Mitch
Elizabeth Vespucci
Amybeth Kupcha

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the following personnel for the 2023-2024 school year, pending completion of employment requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Mildred Caba	PT Secretary	\$17.50 hr.
Timothy Reber	Substitute Teacher	Daily Rate
Rachel Kohansby	Substitute Teacher/Paraprofessional	Daily Rate
Frances Taylor	Substitute Teacher/Paraprofessional	Daily Rate

Motion by Nicholas Riess, seconded by Edward Kemp, to approve the April 22, 2024, Board of Education Meeting, be rescheduled to April 29, 2024, (April 24, 2024, is the earliest date to hold public hearing on budget), as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jennifer Knittel, to accept the ExxonMobil Volunteer Grant, in the amount of \$3,500, on behalf of ExxonMobil Volunteer, Fred & Karen Graf, as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Edward Kemp, to accept the Walmart Local Community Grant in the amount of \$1,000, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve a maternity leave of absence, for employee #4347, effective on or about April 8, 2024 through last day of school, with an anticipated return to work on or about September 24, 2024 of the 2024-2025 school year, utilizing sick days (per contract), and New Jersey Family and Medical Leave (NJFLA), as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Edward Kemp, to approve a maternity leave of absence, for employee #4131, effective on or about March 18, 2024 through last day of school, with an anticipated return to work on or about September 13, 2024 of the 2024-2025 school year, utilizing sick days (per contract), and New Jersey Family and Medical Leave (NJFLA), as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Nicholas Riess, to approve a medical leave of absence, for employee #2073 effective February 7, 2024, through February 23, 2024, utilizing sick days (per contract), and Family Medical Leave Act (FMLA), as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve Thomas Schepis, General Music & Band/Chorus Teacher, as an EpiPen Delegate for the 2024-2025 school year for both Brass Castle and Port Colden Schools, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve Summer Sozanski, Centenary University Education Student, to complete her Clinical Experience in Fall 2024 (August 2024 – December 2024) and Clinical Internship in Spring 2025 (January 2025 – May 2025) as a Student Field Experience requirement for the completion of her Education Program (B.A.).(Assigned teachers TBD),as recommended by the Superintendent.

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

Patrick Rock arrived at 7:23pm

E. PRINCIPALS' REPORT

F. CORRESPONDENCE

- Letter from Megan Ordemann
- Letter from Rebecca Whalen
- Letter from Project Self-Sufficiency
- Letter from the WTEA to the Board

G. COMMITTEE REPORTS

Education: NONE

Facilities: NONE

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the following Resolution to apply for the New Jersey Department of Community Affairs, FY24 Local Recreation Improvement Grant for \$100,000 with a \$50,000 match from the Washington Township Board of Education, as recommended by the Superintendent.

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

Whereas, the **Washington Township Board of Education**

desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for \$100,000 to carry out a project to replace old playground structures (over 30 and 25 years old) with safe, inclusive equipment that promotes active play and social interaction.

Be it therefore RESOLVED,

1) that the **Washington Township Board of Education** does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between **Washington Township Board of Education** and the New Jersey Department of Community Affairs.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the contract with E-Rate Partners, LLC, to provide E-rate services for Funding Year 2024 (July 1, 2024 – June 30, 2025), and Funding Year 2025 (July 1, 2025 – June 30, 2026), Category 1 at \$1,100 and Category 2 (if applicable), per fee schedule below, as recommended by the Superintendent.

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

Fee Schedule

Range of Category2 Funding Requested	Category 2 Fee
<\$10,000	\$1,000
From \$10,000 to <\$25,000	\$1,500
From \$25,000 to <\$50,000	\$2,000
From \$50,000 to <\$100,000	\$3,000
From \$100,000 to <\$200,000	\$4,000
\$200,000 and greater	\$5,500

Finance: Meeting held on February 6, 2024 @ 7pm (virtual)

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the first reading of the following bylaw, policies and regulations, (Policy Alert 231) as recommended by the Superintendent.

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

- P & R 1642.01 – Sick Leave (New)
- P 2270 – Religion in the Schools (Revised)
- P & R 2419 – School Threat Assessment Teams (New)
- P 3161 – Examination for Cause (Revised)
- P & R 3212 – Attendance (Revised)
- P 3324 – Right of Privacy (Revised)
- P & R 3432 – Sick Leave (Abolished)
- P 4161 – Examination for Cause (Revised)
- P & R 4212 – Sick Leave (Abolished)
- P & R 4212 – Attendance (Revised)
- P 4324 – Right to Privacy (Revised)
- P & R 4432 – Sick Leave (Abolished)
- P & R 5111 – Eligibility of Resident/Nonresident Students (Revised)
- P 8500 – Food Services – Revised
- P 8540 – School Nutrition Programs (Abolished)
- P 8550 – Meal Charges/Outstanding Food Service Bill (Abolished)

Personnel: NONE

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

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

I. EXECUTIVE SESSION - if required as indicated in items b,h,i below:

Motion by Nicholas Riess, seconded by Jennifer Knittel, 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 Individual privacy. 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: all voting yes, motion carried

Time: 7:31pm

Motion by Nicholas Riess, seconded by Edward Kemp, to return to open session.

MV: all voting yes, motion carried

Time: 7:52pm

J. ADJOURNMENT

Motion by Edward Kemp, seconded by Nicholas Riess, to adjourn.

MV: all voting yes, motion carried

Time: 7:52pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary