

WASHINGTON TOWNSHIP BOARD OF EDUCATION

BOARD RE-ORGANIZATION AND REGULAR MEETING

Wednesday, January 3, 2024

7:32p.m.

Minutes of January 3, 2024

Motion by Karen Graf, seconded by Kimberley Morris, to appoint Jean Flynn, Board Secretary, as temporary chair to conduct election, as recommended by the Superintendent.

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

Call to order by Board Secretary

Time: 7:32 p.m.

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 on January 12, 2023, to The Express Times and the Clerk of Washington Township.

Results of the Election held on November 7, 2023, were as follows:

Nicholas Riess – 1,065

Edward S. Kemp – 1,051

Write-In Total – 32

Administering the Oath of Office to the newly elected Board Members.

(Newly elected Board Members sign the Oath of Office).

3 - Year Term

Nicholas Riess

Edward S. Kemp

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

Members absent: Kristopher Eisner

Flag Salute:

B. RE-ORGANIZATION MOTIONS

Board Secretary requests nominations for President.

Edward Kemp nominated Karen Graf, for President. Are there any other nominations? (Following the close of nominations.)

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

C. NEWLY ELECTED PRESIDENT ASSUMES CHAIR

President requests nominations for Vice-President.

Patrick Rock nominated Edward Kemp, for Vice-President. Are there any other nominations? (Following the close of nominations.)

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

D. CODE OF ETHICS FOR SCHOOL BOARD MEMBERS: Review

Board will review New Jersey School Board Member Code of Ethics (board members sign acknowledgement of receipt of File Code 9271). (Please sign and return to Board Secretary).

Motion by Jennifer Knittel, seconded by Edward Kemp, to adopt the following 2024-2025 calendar of board meetings for the Washington Township Board of Education (**Attachment #9**)

(**NOTE:** meetings are beginning at 7pm):

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

REGULAR MEETINGS FOR 2024-2025

January 3, 2024	(Wednesday) Board Reorganization/Regular/Public Hearing on School Safety Report
February 12, 2024	
March 11, 2024	
April 22, 2024	Public Hearing on Budget
May 13, 2024	2024-2025 Annual School Appointments and Adoptions
June 10, 2024	
July 15, 2024	Public Hearing on School Safety Report
August 26, 2024	
September 9, 2024	
October 7, 2024	Public Hearing on Nursing Services Plan
November 11, 2024	Public Hearing on Audit
December 9, 2024	
January 6, 2025	(Monday) Board Reorganization/Regular/Public Hearing on School Safety Report

Board President appointed Jennifer Knittel and Patrick Rock, alternate, as Delegate to the New Jersey School Boards Association.

Board President appointed Nicholas Riess and Kimberley Morris, alternate, to the Warren County School Boards Association.

Board President appointed Nicholas Riess, as Legislative delegate.

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the minutes of December 11, 2023, as presented.

MV: all voting yes, Morris and Riess abstained, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the executive session minutes of December 11, 2023, as presented.

MV: all voting yes, Morris and Riess abstained, motion carried.

E. PUBLIC HEARING

SCHOOL SAFETY REPORT

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism, weapons, substance abuse and HIB two times per year. Those incidents shall also be reported between September 1, 2023, to December 31, 2023, to the NJ Department of Education via the department's Student Safety Data System.

0 - Violence, vandalism, substance abuse or weapons reports

1 - Confirmed HIB

4 – HIB Investigations

As reported to the Department of Education, there were zero incidents of violence, vandalism, weapons, substance abuse, during the 2023-2024 school year for the period ending December 31, 2023.

There was one confirmed HIB during the 2023-2024 school year for the period ending December 31, 2023.

Motion by Nicholas Riess, seconded by Kimberley Morris, to accept the Bi-Annual Student Safety Data Report, dated December 31, 2023, as recommended by the Superintendent.

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

F. PUBLIC QUESTIONS & DISCUSSIONS (agenda Items) NONE

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

G. SECRETARY’S REPORT

Motion by Kimberley Morris, seconded by Nicholas Riess, to approve the Student Activity and Cafeteria Account Reports, as presented.

MV: all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Patrick Rock, to approve the line item transfers, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the Bills List for December 2023.

MV: all voting yes, motion carried.

Motion by Patrick Rock, seconded by Nicholas Riess, to approve the Board Secretary’s and Cash Reports for the month ending November 30, 2023, as presented.

RCV: 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.

H. SUPERINTENDENT’S REPORT

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (2023-24 school year), as recommended by the Superintendent. **(Attachment #10)**

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

Motion by Kimberley Morris, 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, Morris, Riess, Rock and Graf, all voting yes, motion carried.

Employee	Position	Salary/Rate/Per Diem
Rebecca Anema	Paraprofessional	\$16.00 hr.
Angela Pawloski	Substitute Teacher/Paraprofessional	Per Diem
Ava Rhinehart	Substitute Teacher/Paraprofessional	Per Diem

Motion by Patrick Rock, seconded by Nicholas Riess, to approve the following field trip for the 2023-2024 school year, as recommended by the Superintendent.

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

Grade	Destination
6	South Orange Performing Arts Center – S. Orange, NJ

Motion by Edward Kemp , seconded by Jennifer Knittel, to approve Nathanya G. Simon, as Board Counsel for the 2024 year, with the firm of Scarinci Hollenbeck, at the hourly rate of \$170.00 (one hundred seventy dollars) for General, special education, construction, and litigation matters, handled by partners and counsel; and at the hourly rate of \$160.00 (one hundred sixty dollars) for matters handled by Associates. Paralegals and law clerks shall be billed at the hourly rate of \$116.73 (one hundred sixteen and 73/100 dollars), as recommended by the Superintendent. *(Note: no rate increase for 2024)* **(Attachment #11)**

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

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

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

Staff Member	Type of Travel/Workshop	Registration Fee	Date(s)	Mileage RT	Parking	Tolls	Lodging	Meals
Zaairah Lamothe	Introduction to GOLD	200.00	12/19/23	-	-	-	-	-
Joan Pare	Introduction to GOLD	200.00	12/19/23	19.8	-	-	-	-
Rebecca Whalen	Introduction to GOLD	200.00	12/19/23	20	-	-	-	-
Andrew Rusnak	RAPID Reading (Virtual)	-	1/3,1/10,1/17,1/24/24	-	-	-	-	-
Peggy Edmiston	STS Conference	475.00	3/20 - 3/22/24	296 mi.	10.00	10.00	96.00	-

Motion by Nicholas Riess, seconded by Kimberley Morris, to accept the following bid for student transportation services for school related activities for the 2023-2024 school year, as recommended by the Superintendent. **(Attachment #12)**

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

Snyder Bus Services, Inc.	Various Bids to include wheelchair lift
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Motion by Edward Kemp, seconded by Kimberley Morris, to award Snyder Bus Services, Inc., the attached bids for student transportation services for school related activities for the 2023-2024 school year, as recommended by the Superintendent.

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

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

RCV: Kemp, Knittel, Morris, 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:

\$ 4,500 BC & PC Fire Sprinkler System

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 Patrick Rock, seconded by Kimberley Morris, to approve the Washington Township School District to negotiate and enter into a shared services agreement with the 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 for the Preschool Instructional Coach's services to the Clinton Township School District. Furthermore, the complete contract outlining the terms and conditions will be presented at the February Board of Education meeting for review. (Preschool Instructional Coach to be funded through NJ Preschool Expansion Funding.)

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

Motion by Edward Kemp, seconded by Nicholas Riess, to accept the Final Eligible Costs (FEC)/ROD Grant, from the New Jersey Department of Education, SP #5530-040-23-PK01 for the Brass Castle Preschool Toilet Room Project, total project cost of \$255,375 (State share 40% - \$102,150 and local share 60% - \$153,225), as recommended by the Superintendent. **(Attachment #13)**

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

Motion by Patrick Rock, seconded by Kimberley Morris, to approve the following field trip for the 2023-24 school year, as recommended by the Superintendent.

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

Grade	Destination
All-Star Band Concert	Hackettstown High School

Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the following substitute for the 2023-24 school year (pending satisfactory completion of hiring requirements), as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Mia Nisivoccia	Substitute Teacher/Paraprofessional	Per Diem

I. PRINCIPALS' REPORT

J. CORRESPONDENCE - NONE

K. COMMITTEE REPORTS - NONE

Education:

Facilities:

Finance:

Personnel:

L. 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.)

M. EXECUTIVE SESSION - if required as indicated in items b,c below:

Motion by Nicholas Riess, 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 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: unanimous, motion carried

Time: 8:23pm

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

MV: unanimous, motion carried

Time: 8:31pm

Motion by Nicholas Riess, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #BC120123, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #BC120423, as recommended by the Superintendent.

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

N. ADJOURNMENT

Motion by Nicholas Riess, seconded by Jennifer Knittel, to adjourn.

MV: unanimous, motion carried

Time: 8:35pm

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary