

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, April 29, 2024

7:00 p.m.

Minutes of April 29, 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 posted on the district website, in school buildings and emailed on February 14, 2024, to the Clerk of Washington Township.

Members in attendance: Kristopher Eisner, Edward Kemp, Vice President, Jennifer Knittel (arrived at 7:14pm), Kimberley Morris, Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia, Principal and Jessica McDonagh, Principal.

Members absent: Nicholas Riess

Flag Salute

Motion by Edward Kemp, seconded by Patrick Rock, to approve the minutes and executive session minutes of March 11, 2024, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the special meeting minutes of March 25, 2024, as presented. **(Attachment #1b)**

MV: all voting yes, Morris 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. PUBLIC HEARING

As per Public Law 6A:23-8-1 each school district shall present a proposed budget for the upcoming school year.

Jennifer Knittel arrived at 7:14pm

Motion by Kimberley Morris, seconded by Edward Kemp, to adopt the proposed budget of the Washington Township Board of Education for the 2024-2025 school year, as follows: **(Attachment #2)**
 RCV: Eisner, Kemp, Knittel, Morris, Rock and Graf all voting yes, motion carried.

The base budget includes the use of \$46,653 of Enrollment Adjustment, \$111,452 from Capital Reserve to install 2 Preschool Toilet Rooms, and \$396,726 Budgeted Fund Balance (\$224,213 of 22/23 Supplemental Stabilization Aid) to provide sufficient funds to support curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards due to the loss of State Aid.

General Fund	\$8,674,396
Special Revenue Fund	\$ 680,920
Total Base Budget	\$9,355,316
General Fund Tax Levy	\$7,200,147

Motion by Edward Kemp, seconded by Jennifer Knittel, to requisition the 2024-2025 Tax Levy according to the following schedule:

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

2024-2025 Tax Levy	General Fund
July 1, 2024	\$600,012.25
August 1, 2024	\$600,012.25
September 1, 2024	\$600,012.25
October 1, 2024	\$600,012.25
November 1, 2024	\$600,012.25
December 1, 2024	\$600,012.25
January 1, 2025	\$600,012.25
February 1, 2025	\$600,012.25
March 1, 2025	\$600,012.25
April 1, 2025	\$600,012.25
May 1, 2025	\$600,012.25
June 1, 2025	\$600,012.25
Total	\$7,200,147.00

D. SECRETARY'S REPORT:

Motion by Jennifer Knittel, seconded by Patrick Rock, to approve the Student Activity and Cafeteria Report for the month ending February 29, 2024, as presented. **(Attachment #3)**

MV: all voting yes, motion carried.

Motion by Patrick Rock, seconded by Kristopher Eisner, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #4)**

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

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the Bills List for March and April 2024. **(Attachment #5)**

MV: all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the Board Secretary’s and Cash Reports for the month ending February 29, 2024, as presented. **(Attachment #6 & #7)**

RCV: Eisner, Kemp, 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 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.

E. SUPERINTENDENT’S REPORT:

Motion by Patrick Rock, seconded by Kimberley Morris, to approve the June 10, 2024, Board of Education Meeting, be rescheduled to June 17, 2024, as recommended by the Superintendent. (Due to promotion date conflict)

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

Motion by Edward Kemp, seconded by Kristopher Eisner, to accept, with regret, the resignation of Sean Morris, PT Custodian, effective June 13, 2024, as recommended by the Superintendent.

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

Motion by Patrick Rock, seconded by Kimberley Morris, to approve the following Personnel for the 2023-2024 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Erin Smith	Longterm Substitute Teacher (on or about April 26, 2024 – Last day of school)	BA, Step 1 - \$53,035 (pro-rated)
Patrick Kirchner	PT Custodian	\$16.50 hr.
Amy Riotto	Substitute Teacher/Paraprofessional	Daily Rate

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

RCV: Eisner, Kemp, Knittel, Morris, 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	Regional Pre-K Admin. Meeting	0.00	April 9, 2024	TBD	-	-	-	-
Jessica Garcia	Youth Mental Health Equity Summit	0.00	April 16, 2024	20	-	-	-	-
Jennifer Hikade	Criminal History & School Bus Safety	0.00	April 19, 2024	36.4	-	-	-	-

Motion by Kristopher Eisner, seconded by Patrick Rock, to approve the following field trips for the 2023-2024 school year, as recommended by the Superintendent.

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

Grade	Destination
2nd	Lakota Wolf Preserve
6 th G&T	WC Technical School

Motion by Edward Kemp, seconded by Kimberley Morris, to approve the following teachers to be a mentor for Summer Sozanski, a Centenary University Student, in completing her Clinical Experience and Clinical Internship, for the completion of her Education Program, as recommended by the Superintendent.

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

Patricia Romel	Clinical Experience (Fall 2024)
Susan Peterson & Joanne Mitch	Clinical Internship (Spring 2025)

F. PRINCIPALS' REPORT

G. CORRESPONDENCE (Attachment #10)

- NJSBA Workshop 2024 – October 21-24, 2024
(Please email Jean if you will be attending and what days you will need a room)
- Email from Sean Morris
- Letter from Douglas J. Steinhardt, Senator
- Thank you letters to the 6th Gr. Senior & Community Outreach Program

H. COMMITTEE REPORTS

Education: NONE

Facilities: *Bus evacuation drills were held at Brass Castle and Port Colden Schools on April 25, 2024.*

Motion by Jennifer Knittel, seconded by Edward Kemp, to accept the award of the Preschool Facilities Expansion grant (#23E00491) for \$102,150 (up to 40% of the project) by the NJDOE to add 2 toilet rooms to existing classrooms (Room 206 & 207), as recommended by the Superintendent.

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

Finance & Policy:

Motion by Kimberley Morris, seconded by Jennifer Knittel, to set the school lunch prices for the 2024-2025 school year, as recommended by the Superintendent.

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

Student Breakfast	\$ 2.10
Student Lunch	\$ 3.65
Student Entrée Only	\$ 2.90
Adult Breakfast	\$ 2.80
Adult Lunch	\$ 4.40
Adult Entree Only	\$ 3.65
Milk	\$ 0.75

Motion by Kristopher Eisner, seconded by Patrick Rock, to approve contract renewal with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2024-2025 school year, for a management fee of \$11,638.89 (\$106.77 increase), (\$10,000) guarantee loss food service operations, including the management fee, with a total cost of contract \$170,496.09, as recommended by the Superintendent.

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

Personnel: *Meeting held on 4/18/24 @ 7pm (virtual)*

I. 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.)

J. EXECUTIVE SESSION - if required as indicated in items ___ i ___ below:

Motion by Patrick Rock, seconded by Kristopher Eisner, 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: 7:43pm

Motion by Patrick Rock, seconded by Kristopher Eisner, to return to open session.

MV: unanimous, motion carried.

Time: 8:16pm

K. ADJOURNMENT

Motion by Kristopher Eisner, seconded by Edward Kemp, to adjourn.

MV: unanimous, motion carried.

Time: 8:16pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary