

# WASHINGTON TOWNSHIP BOARD OF EDUCATION

## REGULAR MEETING

Monday, March 11, 2024

7:00 p.m.

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### Minutes of March 11, 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: Kristopher Eisner, Edward Kemp, Vice President, Jennifer Knittel, Kimberley Morris (arrived at 7:24pm), Nicholas Riess, Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia, Principal, and Jessica McDonagh, Principal.

Members absent: None

Flag Salute

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve the minutes and executive session minutes of February 12, 2024, as presented.

MV: all voting yes, Eisner 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 Kristopher Eisner, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Report for the month ending January 31, 2024, as presented.

MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the attached transfers, as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Kristopher Eisner, to approve the Bills List for February 2024.  
MV: all voting yes, motion carried.

Motion by Kristopher Eisner, seconded by Patrick Rock, to approve the Board Secretary's and Cash Reports for the month ending January 31, 2024, as presented.  
RCV: Eisner, Kemp, Knittel, 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.

#### **D. SUPERINTENDENT'S REPORT:**

*Presentation: **Proposed 2024-2025 Budget to be submitted for review by Warren County Department of Education***

Kimberley Morris arrived at 7:24pm

Motion by Edward Kemp, seconded by Nicholas Riess, to approve a shared service agreement between Washington Township School District and Great Meadows School District to provide LDTC Services at a daily rate of \$440.00, approximately 6 days of service, commencing on or about April 1, 2024, as recommended by the Superintendent.  
RCV: Eisner, Kemp, Knittel, Morris, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Kimberley Morris, to approve the Extension Agreement between the Washington Township Board of Education and AlphaBEST Education, to provide Before and After School Child Care Programs, for the Washington Township School District, for the 2024-2025 school year with no rate increase and 2025/2026 school year with an increase between 2.8%-3.4% (increase depending on program type), as recommended by the Superintendent. **(Attachment #10)**  
RCV: Eisner, Kemp, Knittel, Morris, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Kimberley Morris, seconded by Nicholas Riess, to approve the Agreement between the Washington Township Board of Education and AlphaBEST Education, to provide a 20 day (July 1-2, 2024, and July 8-31, 2024) Educational Summer Camp Program at Port Colden School, utilizing ARP ESSER Summer Learning Grant and parent funded, as recommended by the Superintendent.  
RCV: Eisner, Kemp, Knittel, Morris, Riess, Rock and Graf, all voting yes, motion carried.

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

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Peggy Edmiston	School Bus Safety	0.00	April 19, 2024	49.8	-	-	-	-

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

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

Grade	Destination
4 <sup>th</sup>	Junior Achievement Education Center

Motion by Patrick Rock, seconded by Kimberley Morris, to approve the following personnel to be the Chess Club Advisors for the 2023-24 school year, as recommended by the Superintendent.

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

Personnel
Joelynn Locasto
Timothy Reber

Motion by Kimberley Morris, seconded by Nicholas Riess, to approve a maternity leave of absence, for employee #4254, effective on or about May 6, 2024, through last day of school, with an anticipated return to work on or about the first day of the 2024-2025 school year, utilizing sick days (per contract), 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 Kristopher Eisner, to award the Network IT Service Agreement, for the 2024-2025 school year, to the JDM Group, at \$49,800, (price reflects a 4.6% decrease), as recommended by the Superintendent. **(Note: contract was bid and awarded through E-rate)**

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

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

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

Employee	Position	Salary/Rate/Per Diem
Denise Rella	Substitute Teacher/Paraprofessional	Daily Rate
Mary Shea	Substitute Teacher/Paraprofessional	Daily Rate

## E. PRINCIPALS' REPORT

## F. CORRESPONDENCE

- Letter from Melissa Patamia
- Letter from Douglas J. Steinhardt, Senator

## G. COMMITTEE REPORTS

### Education:

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the revised calendar for the 2023-24 school year, as recommended by the Superintendent.

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

- June 10, 2024 – Early dismissal day for students. \*
  - June 11, 2024 – Last day of school, Early dismissal day for staff & students. \*
- \* Dates subject to change if additional emergency school closing days are utilized.

Motion by Edward Kemp, seconded by Kristopher Eisner, to approve the school calendar for the 2024-25 school year, as recommended by the Superintendent. **(Attachment #11)**

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

### Facilities:

Motion by Nicholas Riess, seconded by Patrick Rock, to accept the following bids to Install 2 Toilet Rooms for Pre-Kindergarten Classrooms at Brass Castle School to be partially funded by State Project #5530-040-23-PK01, as recommended by the Superintendent.

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

Contractor	Base Bid
BGD Contracting	\$184,000
Lanyi & Tevald	\$178,200
Northeastern Interior Services LLC	\$182,000
Venus Tile & Marble	\$158,900

Motion by Kristopher Eisner, seconded by Edward Kemp, to award the contract to Install 2 Toilet Rooms for Pre-Kindergarten Classrooms at Brass Castle School to Venus Tile & Marble, in the amount of \$158,900 (State Project #5530-04-23-PK01 to Fund 40% of the project), as recommended by the Superintendent.

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

Motion by Kristopher Eisner, seconded by Edward Kemp, to approve the submittal of the 2023-2024 Preschool Education Aid Transfer Form to be submitted to County Superintendent of Schools, as recommended by the Superintendent. (Transfer for Professional Development (\$1,500), 1<sup>st</sup> year transportation (\$7,644), and \$50,000 for construction of 2 Toilet Rooms (State Project #5530-040-23-PK01). **(Attachment #12)**

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

Motion by Edward Kemp, seconded by Patrick Rock, to approve the submission of the 2024-2025 Preschool Education Aid (PEA) application and PEA Budget Workbook, as recommended by the Superintendent.

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

**Finance & Policy:** Meeting held on March 5, 2024 @ 7pm (virtual)

Motion by Kimberley Morris, seconded by Nicholas Riess, to adopt the proposed 2024-2025 school district budget to be submitted to the Executive County Superintendent of Schools for required review and approval. **(Attachment #13)**

RCV: Eisner, Kemp, Knittel, Morris, Riess, 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 loss of State Aid. This will be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period.

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 approve the second reading and adoption of the following policies and regulations, (Policy Alert 231) as recommended by the Superintendent.

RCV: Eisner, Kemp, Knittel, Morris, 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 Kristopher Eisner, 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: 8:15pm

Motion by Kristopher Eisner, seconded by Nicholas Riess, to return to open session.

MV: unanimous, motion carried.

Time: 8:31pm

**J. ADJOURNMENT**

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

MV: unanimous, motion carried.

Time: 8:31pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary