

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**  
**REGULAR MEETING**

**Monday, June 17, 2024**

**7:07 p.m.**

**Minutes of June 17, 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 May 3, 2024, to the Clerk of Washington Township.

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

Members absent: Kristopher Eisner, Edward Kemp, Vice President and Patrick Rock.

Flag Salute

4. Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the minutes and executive session minutes of May 13, 2024, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, motion carried.

**B. PUBLIC QUESTIONS AND DISCUSSION:** (Agenda items)

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

**C. SECRETARY'S REPORT:**

5. Motion by Jennifer Knittel, seconded by Nicholas Riess, to approve the Student Activity and Cafeteria Report for the month ending April 30, 2024, as presented. **(Attachment #2)**

MV: all voting yes, motion carried.

6. Motion by Nicholas Riess, seconded by Kimberley Morris, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

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

7. Motion by Kimberley Morris, seconded by Jennifer Knittel, to approve the Bills List for May 2024. **(Attachment #4)**

MV: all voting yes, motion carried.

8. Motion by Jennifer Knittel, seconded by Nicholas Riess, to approve the Board Secretary's and Cash Reports for the month ending April 30, 2024, as presented. **(Attachment #5)**  
RCV: Knittel, Morris, 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.

9. Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the 6<sup>th</sup> grade and/or inactive families with Cafeteria account balances \$10.00 or less to be transferred into the Student Activity for Family Assistance Program, balances greater \$10.00 will be automatically refunded and mailed to the last know home address/or forwarding address (if provided), balances with a sibling in district will be transferred to their sibling's Cafeteria account, as recommended by the Superintendent.  
RCV: Knittel, Morris, Riess and Graf all voting yes, motion carried.

**D. SUPERINTENDENT'S REPORT:**

10. Motion by Kimberley Morris, 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 2024-25 school year. Clinton Township School District will provide the Washington Township School District with a PIC for one (1) day per week, commencing on September 1, 2024, through June 30, 2025. The Washington Township School District will pay one-fifth (1/5) of the salary and benefits 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 #7)**  
RCV: Knittel, Morris, Riess and Graf all voting yes, motion carried.

11. Motion by Jennifer Knittel, seconded by Nicholas Riess, to place the following classified students in the Washington Township Extended School Year Program, at Port Colden School, July 1, 2, and July 8-31, 2024, 8:30-12:30 p.m., as recommended by the Superintendent.  
RCV: Knittel, Morris, Riess and Graf all voting yes, motion carried.

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12. Motion by Kimberley Morris, seconded by Nicholas Riess, to accept, with regret, the resignation of David Carvatt, FT Custodian, effective June 30, 2024, as recommended by the Superintendent.  
RCV: Knittel, Morris, Riess and Graf all voting yes, motion carried.

13. Motion by Jennifer Knittel, seconded by Nicholas Riess, to approve Deanna Concato, Special Education Teacher at Port Colden School, MA Step 5, salary to be \$60,670, for the 2024-2025 school year, upon completion of employment requirements, as recommended by the Superintendent.

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

14. Motion by Nicholas Riess, seconded by Kimberley Morris, to approve Jessica Catania, 6<sup>th</sup> Grade Science Teacher at Brass Castle School, MA Step 4, salary to be \$59,790, for the 2024-2025 school year, upon completion of employment requirements, as recommended by the Superintendent.

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

15. Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the following 2024 summer custodians pending completion of employment requirements, at the summer hourly rate below, as recommended by the Superintendent.

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

NAME	RATE
Rylee Rhinehart	\$15.25
Davey Rhinehart	\$15.25

16. Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the following personnel for the 2024 Extended School Year Program, at Port Colden School, July 1 and 2 and July 8-31, 2024, 8:30-12:30 p.m., as recommended by the Superintendent.

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

STAFF MEMBER	POSITION	RATE
Deanna Concato	Substitute Teacher	\$38.13
Deb Dunlap	Paraprofessional	\$19.50
Edward Kaiven	Substitute Paraprofessional	\$16.25

17. Motion by Nicholas Riess, seconded by Kimberley Morris, to approve Jessica McDonagh as the Coordinator for the High Impact Tutoring Grant, with a stipend of \$5,000, as recommended by the Superintendent.

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

18. Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the Memorandum of Agreement, between Warren County Special Services School District and Washington Township School District, to provide as needed services, as per rate sheet, effective July 1, 2024 – June 30, 2024, as recommended by the Superintendent. **(Attachment # 8)**

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

19. Motion by Nicholas Riess, seconded by Jennifer Knittel, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent.

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

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and

**WHEREAS**, the statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Washington Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve and Maintenance Reserve accounts at year end, and

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$350,000 into the Capital Reserve Account.

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$40,000 into the Maintenance Reserve Account.

**NOW THEREFORE BE IT RESOLVED** by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

20. Motion by Jennifer Knittel, seconded by Nicholas Riess, to authorize the Superintendent to make line item and fund balance transfers through June 30, 2024, transfers to be approved by the Board at the next board meeting.

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

21. Motion by Jennifer Knittel, seconded by Kimberley Morris, to authorize the Business Administrator to establish an accounts payable for all 2023-2024 purchase orders which have been received but have not been paid by June 30, 2024 and establish a reserve account for encumbrances for all the 2023-2024 purchase orders which have been encumbered but not received by June 30, 2024, as recommended by the Superintendent.

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

22. Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the submission of the 2024-2027 Language Instructional Educational Plan (LIEP), as recommended by the Superintendent.

**(Attachment #9)**

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

## **E. PRINCIPALS' REPORT**

**F. CORRESPONDENCE: (Attachment #11)**

- Email from Kimberley Morris
- Letter from David Carvatt

**G. COMMITTEE REPORTS**

**Education:**

23. Motion by Kimberley Morris, seconded by Nicholas Riess, to approve the purchase of new math textbooks series i-Ready Mathematics K-5. Five-year Math series purchased at a cost of \$39,780 to include annual student consumables and first-year teacher materials (Total Cost \$73,440 less multiyear discount \$33,660), as recommended by the Superintendent.

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

24. Motion by Nicholas Riess, seconded by Jennifer Knittel, to accept the following competitive proposals for the RFP 24-01 for the NJ High Impact Tutoring Reissue Competitive Grant (\$76,000), as recommended by the Superintendent.

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

<b>Contractor</b>	<b>Imagine Learning</b>	<b>Littera Education</b>	<b>Varsity Tutors</b>	<b>Brainfuse</b>	<b>Stride Tutoring</b>	<b>ICP Teams</b>	<b>Mathsium</b>
Program Cost - Appendix A	\$187,200	\$68,280	\$124,800	\$74,880	\$127,800	\$1,627,000	\$123,500

25. Motion by Jennifer Knittel, seconded by Nicholas Riess, to award the following competitive proposals for the RFP 24-01 for the NJ High Impact Tutoring Reissue Competitive Grant (\$76,000) to Littera Education, as recommended by the Superintendent (Note: Contract was awarded based on the results of the evaluation matrix).

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

**Facilities:**

26. Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the Joint Transportation Agreement with the Warren Hills Regional Board of Education, as listed, for the 2024-2025 school year, as recommended by the Superintendent.

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

<b>2024/2025</b>	
<b>Route</b>	<b>Cost</b>
<b>01/F</b>	<b>\$ 24,718.68</b>
<b>02/KL</b>	<b>\$ 25,651.55</b>
<b>03/A</b>	<b>\$ 24,152.56</b>
<b>04/C</b>	<b>\$ 28,888.37</b>
<b>12/D</b>	<b>\$ 28,058.81</b>

<b>14AB/IM</b>	<b>\$ 28,659.63</b>
<b>15AB/G</b>	<b>\$ 25,170.32</b>
<b>16AB/E</b>	<b>\$ 27,382.73</b>
<b>21/H</b>	<b>\$ 29,913.55</b>
<b>22/VAN 1</b>	<b>\$ 26,404.69</b>
<b>3SP AM</b>	<b>\$ 28,477.80</b>
<b>3SP PM</b>	<b>\$ 28,477.80</b>
<b>Total</b>	<b>\$ 325,956.49</b>

27. Motion by Jennifer Knittel, seconded by Kimberley Morris, to accept the quotes for the 2024 ESY Special Education Transportation, as recommended by the Superintendent.

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

<b>GST TRANSPORT</b>	<b>E 24A</b>	<b>E 24B</b>
Route Cost	\$310.00/per diem	\$310.00/per diem
Aide Cost	\$ 90.00/per diem	\$ 90.00/per diem
Total Cost	\$400.00/per diem	\$400.00/per diem
Per mileage Adjustment Cost	\$1.50/per mile	\$1.50/per mile
<b>KRAPF SCHOOL BUS</b>		
Route Cost	No quote	No quote
Aide Cost	No quote	No quote
Total Cost	No quote	No quote
Per mileage Adjustment Cost	No quote	No quote
<b>SNYDER BUS SERVICE, INC.</b>		
Route Cost	\$240.00/per diem	\$235.00/per diem
Aide Cost	\$ 70.00/per diem	\$ 70.00/per diem
Total Cost	\$310.00/per diem	\$305.00/per diem
Per mileage Adjustment Cost	\$1.70/per mile	\$1.70/per mile

28. Motion by Nicholas Riess, seconded by Jennifer Knittel, to award the contract for the 2024 ESY Special Education Transportation, as follows, as recommended by the Superintendent.

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

<b>SNYDER BUS SERVICE, INC.</b>	<b>E 24A</b>	<b>E 24B</b>
Route Cost	\$240.00/per diem	\$235.00/per diem
Aide Cost	\$ 70.00/per diem	\$ 70.00/per diem
Total Cost	\$310.00/per diem	\$305.00/per diem
Per mileage Adjustment Cost	\$1.70/per mile	\$1.70/per mile

29. Motion by Jennifer Knittel, seconded by Nicholas Riess, to approve the shared services contract to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2024 – June 30, 2025, for the sum of \$107,448, as recommended by the Superintendent.

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

30. Motion by Nicholas Riess, seconded by Jennifer Knittel, to accept the following quotes to provide tree removal and chipping services for the dead trees along the property line near Meadow Breeze Park at Brass Castle School, as recommended by the Superintendent.

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

<b>Contractor</b>	<b>Project</b>
A&D Tree Service	\$4,000
Sunshine Tree & Landscaping	No Quote
Total Lawn & Tree Service LLC	\$4,800
Jhonny's Tree Service LLC	No Quote

31. Motion by Kimberley Morris, seconded by Nicholas Riess, to award the contract to A&D Tree Service to provide tree removal and chipping services for the dead trees along the property line near Meadow Breeze Park at Brass Castle for total cost of \$4,000.00, as recommended by the Superintendent.

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

32. Motion by Jennifer Knittel, seconded by Kimberley Morris, 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. (\$46,000 (as amended) for installation of Preschool Playground Equipment).

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

33. Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the 2024-2025 Delivery Service Agreement with Maschio's Trucking, LLC to provide pickup and delivery of USDA Commodities, at a rate of \$194.95 per delivery, and a flat rate of \$3.95 will be charged for each delivered case exceeding 49 cases, as recommended by the Superintendent.

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

34. Motion by Kimberley Morris, seconded by Jennifer Knittel, to authorize the Business Administrator to solicit Request for Proposal for Evening Cleaning Services, as recommended by the Superintendent.

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

### **Finance & Policy:**

35. Motion by Nicholas Riess, seconded by Kimberley Morris, to adopt the revised 2024-2025 school district budget to include Stabilized School Budget Aid of \$29,112, to be submitted to the Executive County Superintendent of Schools for required review and approval. **(Attachment #12)**

RCV: Knittel, Morris, Riess 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	\$8,703,508
Special Revenue Fund	\$ 680,920
Total Base Budget	\$9,355,316
General Fund Tax Levy	\$7,200,147

36. Motion by Jennifer Knittel, seconded by Kimberley Morris, to approve the first reading of the following bylaw, policies and regulations, as recommended by the Superintendent.

RCV: Knittel, Morris and Graf all voting yes, Riess voting no, motion carried.

- P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P & R 2423 Bilingual Education (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
- P 3211 Code of Ethics (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5841 Secret Societies (Revised)
- P 5842 Equal Access of Student Organizations (Revised)
- P & R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)

**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, i   below:

37. Motion by Jennifer Knittel, seconded by Nicholas Riess, 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: 8:19pm

38. Motion by Nicholas Riess, seconded by Jennifer Knittel, to return to open session.

MV: unanimous, motion carried.

Time: 8:40pm

39. Motion by Nicholas Riess, seconded by Kimberley Morris, to affirm the Administration's decision in HIB case #BCPC050624, as recommended by the Superintendent.

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

40. Motion by Kimberley Morris, seconded by Jennifer Knittel, to acknowledge completion of Keith T. Neuhs' Superintendent Evaluation, on June 17, 2024, as recommended by the Board.

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

**J. ADJOURNMENT**

41. Motion by Nicholas Riess, seconded by Kimberley Morris, to adjourn.

MV: unanimous, motion carried.

Time: 8:41pm

Respectfully Submitted,

Jean Flynn, Business Administrator