

**WASHINGTON TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING**

**Monday, November 18, 2024**

**7:00 p.m.**

**A. AGENDA:**

1. Call to order by President.

Time: \_\_\_\_\_

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 October 8, 2024, to the Clerk of Washington Township.

2. Roll Call:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Present							

3. Flag Salute

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes and executive session minutes of October 7, 2024, as presented. **(Attachment #1 & #1a)**

MV:

**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 \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Student Activity and Cafeteria Report for the month ending September 30, 2024, as presented. **(Attachment #2)**

MV:

6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Bills List for October 2024.

**(Attachment #4)**

MV:

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board Secretary’s and Cash Reports for the month ending September 30, 2024, as presented. **(Attachment #5)**

RCV:

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.

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

**D. SUPERINTENDENT’S REPORT: (Attachment #6)**

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve formation of the 2024-2025 WTSD New Jersey Quality Single Accountability Continuum (NJ-QSAC) Committee, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the submission of the New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review (DPR), self-assessment document to the State of New Jersey, as recommended by the Superintendent. **(Attachment #7)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the submission of the Corrective Action Plan (CAP) for the Food Service Account having Net Cash resources exceeded three month’s average expenditure by \$28,374.80, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the professional service agreement with Delta T Group North Jersey Inc. to provide Paraprofessional Services at hourly rate of \$30.00, as recommended by the Superintendent. **(Attachment #8)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following Personnel for the 2024-2025 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

RCV:

Employee	Position	Salary/Rate/Per Diem
Maxwell Mazuca	Full Time Custodian	\$19.00 hr.
Kathleen Harvey	Long Term Substitute Teacher (1/6/25 - 3/28/25)	\$300 per diem
Catherine Connors	Substitute	Daily Rate
Rylee Rhinehart	Substitute	Daily Rate
Sabrina DiBella	Substitute	Daily Rate
Eliana Schiano-DiCola	Substitute	Daily Rate

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Bonnie Adamski to provide Home Instruction for Student Local #16669732, up to 10 hours weekly, at the contracted rate of \$55 per hour, beginning October 21, 2024, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Gina Renner to provide Home Instruction for Student Local ID #16600260, up to 10 hours weekly, at the contracted rate, dates to be determined, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

16. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following field trips for the 2024-2025 school year, as recommended by the Superintendent.

RCV:

Grade	Destination
6 <sup>th</sup> Gr. Music/Art	Warren Hills High School
6 <sup>th</sup> Gr. All Star Band	Warren Hills High School
2 <sup>nd</sup>	Quiet Valley Living Historical Farm

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

17. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.

RCV:

Grade	Destination
6 <sup>th</sup> Gr.	Camp Bernie

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Warren Hills' Peer Leaders to present on the following topics, per grade level, at the Brass Castle School, as recommended by the Superintendent.

RCV:

Grade	Topic	Date
4th	Healthy Relationships/How to be a Good Friend	April 2025
5th	Goal Setting/Time Mgmt./Organization/Prioritization	December 2024
6th	Cyber Bullying/How to Ask for Help/Peer Pressure	February 2025

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

19. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2024-25 tuition contract for student #1695486518 between the Washington Township Board of Education and the Branchburg Township Board of Education, in the amount of \$16,402.20 (pro-rated), effective September 5, 2024, to February 28, 2025, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

**E. PRINCIPALS’ REPORT (Attachment #9)**

**F. CORRESPONDENCE: None**

**G. COMMITTEE REPORTS**

**Education:**

**Facilities:**

20. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the proposal for Professional Services for the update to the District’s Long-Range Facilities Plan for 20 hours per school building at an hourly rate of \$100 per hour for a maximum of \$4,000.00, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

21. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the following quotes to install 248 Cubic Yards of Certified Engineered Wood Fiber (Mulch) for Brass Castle Playground, as recommended by the Superintendent.

RCV:

Contractor	Cost
MRC, Inc.	\$17,450.00
Ben Shaffer Recreation	\$16,185.00

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award the contract to Ben Shaffer Recreation, to install 248 Cubic Yards of Certified Engineered Wood Fiber (Mulch) for Brass Castle Playground total cost of \$16,185.00, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent.

RCV:

WHEREAS, N.J.S.A. 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:

**\$16,185.00 Brass Castle Playground Certified Engineered Wood Fiber (Mulch)**

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.

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

**Finance & Policy:**

**Personnel:**

**H. PUBLIC QUESTIONS AND DISCUSSION** - old and/or new business

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

**I. PUBLIC HEARING**

As per Public Law 6A:16-2.1 each school district shall, in consultation with their school physician, create a District Nursing Services Plan. The plan shall be adopted annually during a public hearing conducted at a regular board of education meeting.

- District Nursing Services Plan

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2024-25 District Nursing Services Plan, as recommended by the Superintendent. **(Attachment #10)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

- Audit Presentation by Anthony Ardito, Auditor – Ardito & Company, LLP

25. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Annual Comprehensive Financial Report (ACFR), and report of Administrative Findings: Financial, Compliance and Performance, for the fiscal year ending June 30, 2024, and note that there were no audit recommendations. **(Attachment #11)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

**J. EXECUTIVE SESSION** - if required as indicated in items   **b,c,g**   below:

26. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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: \_\_\_\_\_

Time: \_\_\_\_\_

27. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to return to open session.

MV: \_\_\_\_\_

Time: \_\_\_\_\_

28. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #BC100824, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

29. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #BC102424, as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

30. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #PC102824 (1), as recommended by the Superintendent.

RCV:



	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

31. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #PC102824 (2), as recommended by the Superintendent.

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

**K. ADJOURNMENT**

32. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn.

MV: \_\_\_\_\_

Time: \_\_\_\_\_