

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

**Monday, November 18, 2024**

**7:05 p.m.**

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**Minutes of November 18, 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 October 8, 2024, to the Clerk of Washington Township.

Members in attendance: Edward Kemp, Vice President, Jennifer Knittel, Jasmine Francisco, Nicholas Riess and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator and Jessica Garcia, Principal.

Members absent: Kristopher Eisner and Patrick Rock

Flag Salute

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the minutes and executive session minutes of October 7, 2024, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, Jennifer Knittel abstained, 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:**

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

MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

RCV: Kemp, Knittel, Riess and Graf all voting yes, Francisco abstained, motion carried.

Motion by Nicholas Riess, seconded by Edward Kemp, to approve the Bills List for October 2024.

**(Attachment #4)**

MV: all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the Board Secretary's and Cash Reports for the month ending September 30, 2024, as presented. **(Attachment #5)**

RCV: Kemp, Knittel, Francisco, 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.

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

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

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

Motion by Nicholas Riess, seconded by Edward Kemp, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jasmine Francisco, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the following Personnel for the 2024-2025 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

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

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

Motion by Edward Kemp, seconded by Nicholas Riess, 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: Kemp, Francisco, Riess and Graf all voting yes, Knittel abstained, motion carried.

Motion by Jennifer Knittel, seconded by Nicholas Riess, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the following field trips for the 2024-2025 school year, as recommended by the Superintendent.

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

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

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.

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

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

Motion by Edward Kemp, seconded by Nicholas Riess, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Jennifer Knittel, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the following personnel for the 2024-2025 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Sarah Piccione	Paraprofessional	\$16.25, Step 1

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

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

**F. CORRESPONDENCE: None**

**G. COMMITTEE REPORTS**

**Education: None**

**Facilities: None**

Motion by Edward Kemp, seconded by Jennifer Knittel, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Jasmine Francisco, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Nicholas Riess, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

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

RCV: Kemp, Knittel, Francisco, Riess 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:

**\$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.

**Finance & Policy: None**

**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. 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

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the 2024-25 District Nursing Services Plan, as recommended by the Superintendent. **(Attachment #10)**

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

Motion by Jasmine Francisco, seconded by Nicholas Riess, 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: Kemp, Knittel, Francisco, Riess and Graf all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Jennifer Knittel, 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: 8:24pm

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

MV: unanimous, motion carried. Time: 8:58pm

Motion by Nicholas Riess, seconded by Edward Kemp, to affirm the Administration’s decision in HIB case #BC100824, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Nicholas Riess, to affirm the Administration’s decision in HIB case #BC102424, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Nicholas Riess, to affirm the Administration’s decision in HIB case #PC102824 (1), as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Nicholas Riess, to affirm the Administration’s decision in HIB case #PC102824 (2), as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Edward Kemp, to accept the following amended quotes for Snow Removal Services for Brass Castle School, Port Colden School and Old Schoolhouse driveways, parking facilities and sidewalks for the 2024/2025 School Year, as recommended by the Superintendent.

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

<b>Contractor</b>	<b>Quote Amount</b>
Ceder Ridge	No Quote
APM Tree Service	No Quote
Advanced Snow Management	\$17,000 (includes sidewalks)

Motion by Jennifer Knittel, seconded by Edward Kemp, to award the Snow Removal Services for Brass Castle School, Port Colden School and Old Schoolhouse driveways, parking facilities and sidewalks for the 2024/2025 School Year to Advanced Snow Management for \$17,000, as recommended by the Superintendent.

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

**K. ADJOURNMENT**

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

MV: unanimous, motion carried. Time: 9:02pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary