

WASHINGTON TOWNSHIP BOARD OF EDUCATION

BOARD RE-ORGANIZATION AND REGULAR MEETING

Monday, January 6, 2025

7:00 p.m.

A. AGENDA

1. Motion by _____, seconded by _____, to appoint Jean Flynn, Board Secretary, as temporary chair to conduct elections, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Present							

- 1a. Call to order by Board Secretary

Time: _____

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance 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 The Express Times and the Clerk of Washington Township.

- 1b. Results of the Election held on November 5, 2024, were as follows:

Jennifer M. Knittel - 2,480
Robert J. Yencha - 2,327
Patrick J. Rock III - 2,147
Write-In Total - 79

- 1c. Administering the Oath of Office to the newly elected Board Members.

(Newly elected Board Members sign the Oath of Office).

3 - Year Term

Jennifer M. Knittel
Robert J. Yencha
Patrick J. Rock III

Roll Call:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

Flag Salute:

B. RE-ORGANIZATION MOTIONS

2. Board Secretary requests nominations for President.

_____ nominated _____, for President. Are there any other nominations? (Following the close of nominations.)

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench
Yes							
No							
Abstain							

C. NEWLY ELECTED PRESIDENT ASSUMES CHAIR

3. President requests nominations for Vice-President.

_____ nominated _____, for Vice-President. Are there any other nominations? (Following the close of nominations.)

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench
Yes							
No							
Abstain							

D. CODE OF ETHICS FOR SCHOOL BOARD MEMBERS: *Review*

The Board will review New Jersey School Board Member Code of Ethics - Board Members sign acknowledgement of receipt of File Code 9271. *(Please sign and return to the Board Secretary).*

Board President appointed _____ and _____, alternate, as Delegate to the New Jersey School Boards Association.

Board President appointed _____ and _____, alternate, to the Warren County School Boards Association.

Board President appointed _____, as Legislative delegate.

4. Motion by _____, seconded by _____, to approve the minutes and executive session minutes of December 9, 2024, as presented. **(Attachment #1 & 1a)**

MV:

5. Motion by _____, seconded by _____, to adopt the following 2025-2026 calendar of board meetings for the Washington Township Board of Education **(Attachment #2)**

(NOTE: meetings are beginning at 7pm):

RCV:

REGULAR MEETINGS FOR 2025-2026

January 6, 2025	(Monday) Board Reorganization/Regular/Public Hearing on School Safety Report
February 10, 2025	
March 10, 2025	
April 28, 2025	Public Hearing on Budget
May 12, 2025	2025-2026 Annual School Appointments and Adoptions
June 9, 2025	
July 14, 2025	Public Hearing on School Safety Report
August 11, 2025	
September 8, 2025	
October 6, 2025	Public Hearing on Nursing Services Plan
November 10, 2025	Public Hearing on Audit
December 8, 2025	
January 5, 2026	(Monday) Board Reorganization/Regular/Public Hearing on School Safety Report

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

E. PUBLIC HEARING

SCHOOL SAFETY REPORT

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism, weapons, substance abuse and HIB two times per year. Those incidents shall also be reported between September 1, 2024, to December 31, 2024, to the NJ Department of Education via the department’s Student Safety Data System.

- 0 - Violence, vandalism, substance abuse or weapons reports
- 1 - Confirmed HIB
- 4 – HIB Investigations

As reported to the Department of Education, there were zero incidents of violence, vandalism, weapons, substance abuse, during the 2024-2025 school year for the period ending December 31, 2024.

There was one confirmed HIB during the 2024-2025 school year for the period ending December 31, 2024.

6. Motion by _____, seconded by _____, to accept the Bi-Annual Student Safety Data Report, dated December 31, 2024, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

F. PUBLIC QUESTIONS & DISCUSSIONS (agenda Items)

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

G. SECRETARY’S REPORT

7. Motion by _____, seconded by _____, to approve the Student Activity and Cafeteria Account Reports, as presented. **(Attachment #3)**

MV:

8. Motion by _____, seconded by _____, to approve the line item transfers, as recommended by the Superintendent. **(Attachment #4)**

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

9. Motion by _____, seconded by _____, to approve the Bills List for December 2024. **(Attachment #5)**

MV:

10. Motion by _____, seconded by _____, to approve the Board Secretary’s and Cash Reports for the month ending November 30, 2024, as presented. **(Attachment #6)**

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.

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

H. SUPERINTENDENT'S REPORT (Attachment #7)

11. Motion by _____, seconded by _____, to approve Nathanya G. Simon, as Board Counsel, for 2025, with the firm of Scarinci Hollenbeck, at the hourly rate of \$175.00 for General, Special Education, Construction, and litigation matters, handled by partners and counsel; and at the hourly rate of \$165.00 for matters handled by Associates. Paralegals and law clerks shall be billed at the hourly rate of \$116.73, as recommended by the Superintendent. **(Attachment #8)**

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to accept with regret, the resignation of Courtney Maurer, Special Education Teacher, effective February 7, 2025, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

13. Motion by _____, seconded by _____, to approve an unpaid leave of absence, for Employee #2124, beginning January 6, 2025, with a return date of February 14, 2025, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve the Professional Development Programs, as recommended by the Superintendent.

RCV:

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Jean Flynn	Preschool Administrator Meeting	-	January 9, 2025	82.3	-	-	-	-
Jessica Garcia	Preschool Administrator Meeting	-	January 9, 2025	40.6	-	-	-	-

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha
Yes							
No							
Abstain							

15. 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
Allison Crilly	Substitute	Daily Rate

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve Kara Cruts to be a mentor for Jaelynn Miller, a Centenary University Student, in completing her Clinical Experience and Internship, for the completion of her Education Program, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____ to approve the submission of the New Jersey Department of Education Equivalency Application for 2024-25 QSAC (Quality Single Accountability Continuum) document. **(Attachment #9)**

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench
Yes							
No							
Abstain							

I. PRINCIPALS' REPORT (Attachment #10)

J. CORRESPONDENCE (Attachment #11)

- Letter from Courtney Maurer

K. COMMITTEE REPORTS

Education:

Facilities:

Finance:

Personnel:

L. 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.)

M. EXECUTIVE SESSION - if required as indicated in items _____ below:

18. 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: _____

19. Motion by _____, seconded by _____, to return to open session.

MV: _____

Time: _____

N. ADJOURNMENT

20. Motion by _____, seconded by _____, to adjourn.

MV: _____

Time: _____