

WASHINGTON TOWNSHIP BOARD OF EDUCATION

BOARD RE-ORGANIZATION AND REGULAR MEETING

Monday, January 6, 2025

7:06pm

Minutes of January 6, 2025

A. AGENDA

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

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

- 1a. Call to order by Board Secretary

Time: 7:06pm

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

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

Members absent: Patrick Rock

Flag Salute:

B. RE-ORGANIZATION MOTIONS

2. Board Secretary requests nominations for President.

Edward Kemp nominated Karen Graf, for President. Are there any other nominations? (Following the close of nominations.)

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

C. NEWLY ELECTED PRESIDENT ASSUMES CHAIR

3. President requests nominations for Vice-President.

Nicholas Riess nominated Edward Kemp, for Vice-President. Are there any other nominations? (Following the close of nominations.)

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

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

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 Jasmine Francisco and Jennifer Knittel, alternate, as Delegate to the New Jersey School Boards Association.

Board President appointed Robert Yencha and Karen Graf, alternate, to the Warren County School Boards Association.

Board President appointed Jennifer Knittel, as Legislative delegate.

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

MV: all voting yes, Yencha abstained, motion carried.

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

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

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 Jennifer Knittel, seconded by Jasmine Francisco, to accept the Bi-Annual Student Safety Data Report, dated December 31, 2024, as recommended by the Superintendent.

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

F. PUBLIC QUESTIONS & DISCUSSIONS (agenda Items) *None*

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 Nicholas Riess, seconded by Jennifer Knittel, to approve the Student Activity and Cafeteria Account Reports, as presented. **(Attachment #3)**

MV: all voting yes, motion carried.

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

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

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

MV: all voting yes, motion carried.

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

RCV: Francisco, Graf, Kemp, Knittel, Riess and Yencha 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.

H. SUPERINTENDENT'S REPORT (Attachment #7)

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

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

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

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

14. Motion by Edward Kemp, seconded by Robert Yencha, to approve the Professional Development Programs, as recommended by the Superintendent.

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

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	-	-	-	-

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

Employee	Position	Salary/Rate/Per Diem
Allison Crilly	Substitute	Daily Rate

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

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

18. Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the following Professional Development Programs, as recommended by the Superintendent.

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Christine Drevitch	WCCSE Board Mtg.	-	January 28, 2025	9.6	-	-	-	-

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 *None*

(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 ___ b ___ below:

19. Motion by Robert Yencha, seconded by Edward Kemp, 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.

- Matters rendered confidential by Federal Law, State Law, or Court Rule.
- Individual privacy
- Collective bargaining agreements
- Purchase or lease of real property if public interest could be adversely affected
- Investment of public funds if public interest could be adversely affected
- Tactics or techniques utilized in protecting public safety and property
- Pending or anticipated litigation
- Attorney-client privilege
- 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: Riess abstained, unanimous, motion carried Time: 7:57pm

(Nicholas Riess left at 7:57pm)

20. Motion by Edward Kemp, seconded by Robert Yencha, to return to open session.

MV: unanimous, motion carried

Time: 8:26pm

21. Motion by Jasmine Francisco, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #PC120624, as recommended by the Superintendent.

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

22. Motion by Edward Kemp, seconded by Jasmine Francisco, to affirm the Administration's decision in HIB case #BC121024, as recommended by the Superintendent.

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

N. ADJOURNMENT

23. Motion by Jasmine Francisco, seconded by Edward Kemp, to adjourn.

MV: unanimous, motion carried

Time: 8:27pm

Respectfully Submitted,

Jean Flynn, Board Secretary