

WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING

Monday, February 10, 2025

7:02 pm

Minutes of February 10, 2025

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 emailed on January 8, 2025, to the Clerk of Washington Township, posted on the district website and in both Brass Castle and Port Colden Schools.

Administering the Oath of Office to the newly elected Board Member. **~TABLED~**

(Newly elected Board Member signs the Oath of Office and reviews Code of Ethics)

3 - Year Term

Patrick J. Rock III

Members in attendance: Jasmine Francisco, Edward Kemp, Vice President, Jennifer Knittel, Nicholas Riess (arrived at 7:04pm), Robert Yench and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia, Principal and Jessica McDonagh, Principal.

Members absent: Patrick Rock

Flag Salute

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the minutes and executive session minutes of January 6, 2025, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, motion carried.

B. PUBLIC QUESTIONS AND DISCUSSION: (Agenda items) **NONE**

(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 Jasmine Francisco, to approve the Student Activity and Cafeteria Report for the month ending December, 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: Francisco, Kemp, Knittel, Yench and Graf all voting yes, Riess abstained, motion carried.

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the Bills List for January 2025.

(Attachment #4)

MV: all voting yes, motion carried.

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the Board Secretary’s and Cash Reports for the month ending December 31, 2024, as presented. **(Attachment #5)**

RCV: Francisco, Kemp, Knittel, Riess, Yencha 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 the Professional Development Programs, as recommended by the Superintendent.

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Jasmine Francisco	Women’s Leadership Conference	119.00	March 21, 2025	97	-	-	-	-
Jennifer Borusovic	Pattern of Strengths & Weaknesses (Virtual)	60.00	April 11, 2025	-	-	-	-	-
Rebecca Whalen	PIRS Practices Cohort 2 (Virtual)	1200.00	Feb. 25 - June 3, 2025	-	-	-	-	-
Joan Pare/Zaairah Lamothe	Pyramid Model Training	0.00	March 17, 2025	10	-	-	-	-

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

Employee	Position	Salary/Rate/Per Diem
Kellie Chichester	Paraprofessional	\$18.25 hr.
Hannah DeVoe	Substitute	Daily Rate
Thomas Tramo	Substitute	Daily Rate
Christopher Galoppo	Substitute	Daily Rate

Motion by Nicholas Riess, seconded by Edward Kemp, to approve Rebecca Sousa, Student at Cedar Crest College, to complete a 30-hour externship as part of the Health Sciences Capstone Program, shadowing Katherine Ferrara, Occupational Therapist at Port Colden and Brass Castle Schools beginning February 11, 2025, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Robert Yencha, to approve the following Resolution/Waiver of Requirements, Special Education Medicaid Initiative (SEMI) Program, as recommended by the Superintendent.

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

Whereas, N.J.A.C 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2025-2026 school year, and;

Whereas, the Washington Township Board of Education currently has 20 Medicaid-Eligible/Special Education projected students for the 2025-2026 school year, the Board desires to request a SEMI waiver based on the 40 or fewer Medicaid-Eligible classified students;

Now, Therefore Be It Resolved, that the Washington Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Warren, an appropriate waiver of the requirements of N.J.A.C 6A23A-5.3 for the 2025-2026 school year.

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the educational division service agreement between the Washington Township Board of Education and Industry Specific Solutions, LLC to provide daily and/or long-term substitute teacher and paraprofessional services, for the 2024-25 school year, at the following rates (*inclusive of paid personal/sick days, payroll taxes, worker’s compensation, unemployment and administrative fees*) as recommended by the Superintendent.

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

Job Class	All Inclusive Daily Rate
Daily Substitute Teacher	\$260.00
Building/District Substitute Teacher	\$275.00
Long Term/Summer Substitute Teacher	\$290.00
Paraprofessional	\$205.00

Motion by Jennifer Knittel, seconded by Jasmine Francisco, that the Washington Township Board of Education hereby establishes the school district travel maximum, pursuant to N.J.A.C 6A:23A-7.3 for the 2025-2026 school year at the sum of \$35,000 and the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, as recommended by the Superintendent.

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

Motion by Robert Yencha, seconded by Edward Kemp, to approve the Extended School Year (ESY) 2025 Program, to operate at Port Colden School, July 7, 2025, through August 1, 2025, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the contract between Washington Township School District and The Spoken Path, LLC to provide Teacher of the Deaf & Hard of Hearing Support and Consultive Services at the Port Colden School, at the hourly rate of \$150.00, beginning February 12, 2025, as recommended by the Superintendent. **(Attachment #10)**

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

E. PRINCIPALS’ REPORT (Attachment #7)

F. CORRESPONDENCE: (Attachment #8)

- Letter from the State of New Jersey
- Letter from Project Self-Sufficiency

G. COMMITTEE REPORTS

Education:

Facilities:

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the submission of the 2025 Amendment to the Long-Range Facilities Plan (LRFP) to the Department of Education Office of School Facilities for review and approval, as recommended by the Superintendent. **(Attachment #9)**
RCV: Francisco, Kemp, Knittel, Riess, Yench and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nicholas Riess, to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent.
RCV: Francisco, Kemp, Knittel, Riess, Yench and Graf all voting yes, motion carried.

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:

\$ 16,640 PDM –12-month PM controls contract

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: *Meeting held on 2/7/25 at 1pm at the Old School House*

Personnel: *Meeting held on 1/16/25 at 7pm at the Old School House*

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 _____ below:

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: _____

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

MV: _____

Time: _____

J. ADJOURNMENT

Motion by Nicholas Riess, seconded by Robert Yench, to adjourn.

MV: unanimous, motion carried.

Time: 7:47pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary