

**WASHINGTON TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING**

**Monday, April 28, 2025**

**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 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.

2. Roll Call:

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

3. Flag Salute

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of March 10, 2025, and the Special Meeting minutes of April 7, 2025, as presented. **(Attachment #1 & 1a)**

MV:

**B. PRESENTATION**

~ 2025-2026 WASHINGTON TOWNSHIP SCHOOL DISTRICT BUDGET ~

**C. PUBLIC QUESTIONS AND DISCUSSION:** (Agenda items)

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

**D. PUBLIC HEARING**

As per Public Law 6A:23-8-1 each school district shall present a proposed budget for the upcoming school year.

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the proposed budget of the Washington Township Board of Education for the 2025-2026 school year, as approved by Executive County Superintendent of Schools, as follows: **(Attachment #2)**

RCV:

BE IT RESOLVED that the Board of Education includes in the budget the adjustment for enrollment in the amount of \$403,062. The district intends to use this adjustment to maintain teaching staff and resources for the additional students.

BE IT RESOLVED that the Board of Education includes in the budget the adjustment for increased costs of health benefits in the amount of \$108. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT RESOLVED that the Board of Education includes in the budget the adjustment for banked cap in the amount of \$120,693. In accordance with N.J.A.C. 6A:23A-10.1(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to support curriculum and instruction which enable students to achieve the New Jersey Student Learning Standards due to the loss of State Aid. The Board of Education will complete this by June 30, 2026, and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

General Fund	\$8,876,368
Special Revenue Fund	\$ 914,126
Total Base Budget	\$9,790,494
General Fund Tax Levy	\$7,876,074

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

6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to requisition the 2025-2026 Tax Levy according to the following schedule:

RCV:

2025-2026 Tax Levy	General Fund
July 1, 2025	\$656,339.50
August 1, 2025	\$656,339.50
September 1, 2025	\$656,339.50
October 1, 2025	\$656,339.50
November 1, 2025	\$656,339.50
December 1, 2025	\$656,339.50
January 1, 2026	\$656,339.50
February 1, 2026	\$656,339.50
March 1, 2026	\$656,339.50
April 1, 2026	\$656,339.50
May 1, 2026	\$656,339.50
June 1, 2026	\$656,339.50
<b>Total</b>	<b>\$7,876,074.00</b>

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

**E. SECRETARY’S REPORT:**

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Student Activity and Cafeteria Report for the month ending February 2025, as presented. **(Attachment #3)**

MV:

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #4)**

RCV:

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

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Bills List for March 2025. **(Attachment #5)**

MV:

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board Secretary’s and Cash Reports for the month ending February 28, 2025, 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	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

**F. SUPERINTENDENT’S REPORT: (Attachment #7)**

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Shared Services Contract between Washington Township School District and Clinton Township School District for a Preschool Instructional Coach (PIC) for the 2025-26 school year. Clinton Township School District will provide the Washington Township School District with a PIC for one (1) day per week, commencing on September 1, 2025, through June 30, 2026. The Washington Township School District will pay one-fifth (1/5) of the salary and benefits for the Preschool Instructional Coach's services to the Clinton Township School District. (Preschool Instructional Coach to be funded through NJ Preschool Expansion Funding.)

**(Attachment #8)**

RCV:

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

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2025-2026 services and rates agreement between the Washington Township Board of Education and the Hunterdon County Educational Services Commission (HCESC) to provide as needed services, as per attached rate sheet for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #9)**

RCV:

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

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award the Network IT Service Agreement, for the 2025-2026 school year, to the JDM Group, at \$50,796, (price reflects a 2.0% increase), as recommended by the Superintendent. (Note: contract was bid and awarded through E-rate)

RCV:

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

14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept with regret, the resignation of Zaairah Lamothe, Preschool Teacher, effective June 12, 2025, as recommended by the Superintendent.

RCV:

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

15. 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
Heidi Kaiven	Warren & Sussex Media Specialist Conf.	0	April 8, 2025	-	-	-	-	-
Peggy Edmiston	Sussex Co-op Meeting	0	May 1, 2025	115	-	-	-	-
Amybeth Kupcha	Seesaw Symposium (Virtual)	0	May 20, 2025	-	-	-	-	-
Jasmine Francisco	NJSBA Spring Conf. (Virtual)	\$99	May 30, 2025	-	-	-	-	-
Jean Flynn	NJ Association of School Business Officials (NJASBO) AC Conference	\$500.00	June 4-6, 2025	297.6	receipts	receipts	-	receipts

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	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	Mayo Performing Arts Center
6	Warren Hills High School
6 G&T	Harmony Fire Hall

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

17. 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
Tami Phelps	Substitute	Daily Rate

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

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Bonnie Adamski to provide Home Instruction for Student Local ID #16509675, beginning April 28, 2025 through June 12, 2025, at the contracted rate per hour, not to exceed 10 hours weekly, as recommended by the Superintendent.

RCV:

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

19. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Deanna Concato to provide Home Instruction for Student Local ID #16600260, beginning April 29, 2025 through June 12, 2025, at the contracted rate of \$35 per hour, not to exceed 10 hours weekly with an additional 1 hour prep time for every 5 hours of instruction, as recommended by the Superintendent.

RCV:

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

20. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Gina Renner as Substitute Home Instructor for Student Local ID #16600260, beginning April 29, 2025 through June 12, 2025, at the contracted rate of \$35 per hour, not to exceed 10 hours weekly with an additional 1 hour prep time for every 5 hours of instruction, as recommended by the Superintendent.

RCV:

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

**G. PRINCIPALS’ REPORT (Attachment #10)**

**H. CORRESPONDENCE: (Attachment #11)**

- NJSBA Workshop 2025 – October 20-23, 2025  
*(Please email Jean if you will be attending and what days you will need a room)*
- Letter from the Warren County Superintendent’s Office
- Email from Zaairah Lamothe
- Letter from NJ Dept of Agriculture
- NJSBA – Delegate Assembly Resolution 1,2,4 (to be emailed)

**I. COMMITTEE REPORTS**

**Education:**

**Facilities:**

21. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the following quotes for installation of Wall Padding for the ERI room at Port Colden School, as recommended by the Superintendent.

RCV:

	Ben Shaffer Recreation	Marathon Engineering	Greatmats	J and J Gym Floors Inc.
Wall Pads	\$12,152.87		\$13,152.56	
Installation	\$10,129.98	Yes	No	Yes
Total	\$22,282.85	\$45,491.00	\$13,152.56	\$15,900.00

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

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award the contract for the installation of Wall Padding for the ERI room at Port Colden School to J and J Gym Floors, Inc. for \$15,900.00, as recommended by the Superintendent.

RCV:

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

23. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the following quotes for installation of an Exterior Gym Door at Brass Castle School, as recommended by the Superintendent.

RCV:

	Door Hardware Installation, LLC	Hahr Construction Inc.
BC Gym Exterior Door	\$8,040.00	\$9,700.00

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

24. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award the contract for the installation of an Exterior Gym Door at Brass Castle School to J and J Gym Floors, Inc. For \$8,040.00, as recommended by the Superintendent.

RCV:

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

25. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following Resolution to authorize the purchase of electricity supply services for public use on an online auction website, as recommended by the Superintendent.

RCV:

A RESOLUTION OF THE WASHINGTON TWP BOARD OF EDUCATION AUTHORIZING THE  
PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE  
AUCTION WEBSITE

WHEREAS, Washington Twp Board of Education has determined to move forward with the EMEX Reverse Auction in order procure electricity for Washington Twp Board of Education; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the “Act”) authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, Washington Twp Board of Education will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC, a division of Mantis Innovation, is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.11357/kWh or less for a 12 month term, a price of \$0.11177/kWh or less for an 18 month term, a price of \$0.11397/kWh or less for a 24 month term; Washington Twp Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT RESOLVED, that the Business Administrator of the Washington Twp Board of Education be and she hereby is authorized to execute on behalf of the Washington Twp Board of Education any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.11357/kWh or less for a 12 month term, a price of \$0.11177/kWh or less for an 18 month term, a price of \$0.11397/kWh or less for a 24 month term; Washington Twp Board of Education may award a contract to the winning supplier for the selected term.

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

**Note:** Bus evacuation drills were held at Brass Castle and Port Colden Schools on April 1, 2025.

**Finance & Policy:**

26. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the school lunch prices for the 2025-2026 school year, as recommended by the Superintendent.

RCV:

Student Breakfast	\$ 2.25
Student Lunch	\$ 3.75
Student Entrée Only	\$ 3.00
Adult Breakfast	\$ 3.00
Adult Lunch	\$ 4.50
Adult Entree Only	\$ 3.85
Milk	\$ 0.85



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

27. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve contract renewal with Maschio’s Food Service, Inc. to provide operation and management of the district’s food service program for the 2025-2026 school year, for a management fee of \$11,905.83 (\$266.94 increase), (\$10,000) guarantee loss food service operations, including the management fee, with a total cost of contract \$178,142.66, as recommended by the Superintendent.

RCV:

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

**Personnel:**

**J. 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.)

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

28. 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: \_\_\_\_\_

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

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

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

30. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #PC012925, as recommended by the Superintendent.

RCV:

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

31. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #BC022825, as recommended by the Superintendent.

RCV:

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

32. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to affirm the Administration’s decision in HIB case #BC040625, as recommended by the Superintendent.

RCV:

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

**L. ADJOURNMENT**

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

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

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