

WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING

Monday, March 10, 2025

7:03 p.m.

Minutes of March 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.

(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 7:06pm), Patrick Rock (left at 7:22pm), Robert Yench and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica Garcia, Principal and Jessica McDonagh, Principal.

Members absent: None

Flag Salute

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the minutes of February 10, 2025, as presented. **(Attachment #1)**

MV: all voting yes, motion carried.

(Nicholas Riess arrived at 7:06pm)

B. PRESENTATION

**New Jersey School Boards Association
Unsung Superhero's in Education Award 2024**

~ Presented to Mark Flumerfelt ~

TEACHER OF THE YEAR

- ❖ Kelly Carney – Brass Castle School
- ❖ Toni Smith – Port Colden School

EDUCATIONAL SERVICES PROFESSIONAL OF THE YEAR

- ❖ Courtney Ward – Brass Castle School
- ❖ Nicole Smith – Port Colden School

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

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

(Patrick Rock left at 7:22pm)

D. SECRETARY’S REPORT:

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Report for the month ending January 2025, as presented. **(Attachment #2)**

MV: all voting yes, motion carried.

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

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the Bills List for February 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 January 31, 2025, 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.

E. SUPERINTENDENT’S REPORT: (Attachment #6)

Presentation: Proposed 2025-2026 Budget

~ Proposed 2025-2026 Budget to be submitted for review to the Warren County Department of Education~

Motion by Nicholas Riess, seconded by Jennifer Knittel, to rescind the following motion from the February 10, 2025, board meeting, as recommended by the Superintendent.

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

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.

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve Jennifer Crilly, Special Education Teacher at Port Colden School, BA+15 Step 6, salary to be \$58,950, pro-rated, to begin on or about March 28, 2025, upon completion of employment requirements, as recommended by the Superintendent.
RCV: Francisco, Kemp, Knittel, Riess, Yencha and Graf all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Nicholas Riess, to approve a maternity leave of absence for employee #4206, effective on or about June 15, 2025, with an anticipated return to work at the conclusion of eligible leave. Employee will utilize available sick days (per contract), the Federal Family and Medical Leave Act (FMLA) and New Jersey Family Leave Act (NJFLA) if eligible, as recommended by the Superintendent.
RCV: Francisco, Kemp, Knittel, Riess, Yencha and Graf all voting yes, motion carried.

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the request to establish a Special Education Program (ERI – Emotional Regulation Impairment) to the NJ Department of Education, Warren County Office of Education, as recommended by the Superintendent. **(Attachment #7)**
RCV: Francisco, Kemp, Knittel, Riess, Yencha and Graf all voting yes, motion carried.

Motion by Edward Kemp, seconded by Robert Yencha, 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
Susan Graham	Differentiating Literacy Instr.: K-8	\$99	March 28, 2025	19	-	-	-	-
Rebecca Rader	Differentiating Literacy Instr.: K-8	\$99	March 28, 2025	14.8	-	-	-	-
Nicole Smith	Differentiating Literacy Instr.: K-8	\$0 (Centenary Student)	March 28, 2025	0	-	-	-	-
Rebecca Rader	Judge @ FCCLA Education Comp.	\$0	March 19, 2025	148	-	-	-	-
Erin Karl	NJASSW Spring Inst.	\$110	April 7, 2025	60	-	-	-	-

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the following field trip for the 2024-2025 school year, as recommended by the Superintendent.
RCV: Francisco, Kemp, Knittel, Riess, Yencha and Graf all voting yes, motion carried.

Grade	Destination
1	The Crayola Experience

Motion by Jennifer Knittel, seconded by Nicholas Riess, approve a Service Agreement with Morris-Union Jointure Commission to receive one student at DLC- New Providence starting January 22, 2025, to the end of 2024-25 school year, at an annual fee for services of \$104,875 (180 school days), as recommended by the Superintendent. **(Attachment #8)**
RCV: Francisco, Kemp, Knittel, Riess, Yencha and Graf all voting yes, motion carried.

F. PRINCIPALS’ REPORT (Attachment #9)

G. CORRESPONDENCE: (Attachment #10)

- Letter from Shannon Wilhelm
- Letter from the Warren County Office of Education

H. COMMITTEE REPORTS

Education: *Meeting held on 3/10/2025 at 6:15pm at Brass Castle School*

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the school calendar for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #11) - Option A**

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the revision of the 2024-2025 school calendar to establish Thursday, June 12, 2025, as the last day of school for students and staff, subject to adjustment as necessary to ensure compliance with state mandatory attendance requirements, as recommended by the Superintendent.

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

Facilities: *Meeting held on 3/4/25 at 7pm at the Old School House*

Motion by Nicholas Riess, seconded by Jennifer Knittel, to rescind the following motion from the December 12, 2022, board meeting effective March 10, 2025, to explore other options for electric supply services, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the following resolution, as recommended by the Superintendent.

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

A RESOLUTION BINDING THE WASHINGTON TOWNSHIP BOARD OF EDUCATION TO PURCHASE ELECTRIC GENERATION SERVICES THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801- ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Washington Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and 3

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May 2028 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Motion by Jasmine Francisco, 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, NJS 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:

\$ 24,715 for upgrade BMS Controller to EcoStruxure
\$ 11,285 for Miscellaneous Maintenance (Frozen Coil Repair, cap unused water fountain lines, univent motor replacement, etc.)
\$ 36,000 Total

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 3/6/25 at 10am at the Old School House*

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the submission of the 2025-2026 Preschool Education Aid (PEA) Budget Workbook and Narrative, as recommended by the Superintendent. **(Attachment #12)**

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

Motion by Jasmine Francisco, seconded by Nicholas Riess, to adopt the proposed 2025-2026 school district budget to be submitted to the Executive County Superintendent of Schools for required review and approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6. **(Attachment #13)**

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

BE IT RESOLVED that the Board of Education includes in the tentative 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 tentative 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 tentative 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

Personnel: *Meetings held on 2/18/25 at 7:00pm via TEAMS, 2/20/2025 at 4:00pm at Brass Castle School, and 3/3/25 at 4:00pm at Brass Castle School.*

I. 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.)

J. 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: _____

K. ADJOURNMENT

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

MV: unanimous, motion carried Time: 8:19pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary