

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, April 28, 2025

7:01pm

Minutes of April 28, 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.

Members in attendance: Jasmine Francisco, Edward Kemp, Vice President, Jennifer Knittel, Nicholas Riess, Patrick Rock, 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 March 10, 2025, and the Special Meeting minutes of April 7, 2025, as presented. **(Attachment #1 & 1a)**

MV: all voting yes, Patrick Rock abstained, motion carried.

B. PRESENTATION

~ 2025-2026 WASHINGTON TOWNSHIP SCHOOL DISTRICT BUDGET ~

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.)

D. PUBLIC HEARING

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

Motion by Jasmine Francisco, seconded by Robert Yench, 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: Francisco, Kemp, Knittel, Riess, Rock, Yench and Graf all voting yes, motion carried.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to requisition the 2025-2026 Tax Levy according to the following schedule:

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

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
Total	\$7,876,074.00

E. SECRETARY'S REPORT:

Motion by Nicholas Riess, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Report for the month ending February 2025, as presented. **(Attachment #3)**

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 #4)**

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

Motion by Edward Kemp, seconded by Patrick Rock, to approve the Bills List for March 2025. **(Attachment #5)**

MV: all voting yes, motion carried.

Motion by Robert Yencha, seconded by Edward Kemp, to approve the Board Secretary's and Cash Reports for the month ending February 28, 2025, as presented. **(Attachment #6)**

RCV: Francisco, Kemp, Knittel, Riess, Rock, 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.

F. SUPERINTENDENT'S REPORT: (Attachment #7)

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

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

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to accept with regret, the resignation of Zaairah Lamothe, Preschool Teacher, effective June 12, 2025, as recommended by the Superintendent.
RCV: Francisco, Kemp, Knittel, Riess, Rock, Yencha and Graf all voting yes, motion carried.

Motion by Patrick Rock, seconded by Nicholas Riess, to approve the Professional Development Programs, as recommended by the Superintendent.
RCV: Kemp, Knittel, Riess, Rock, Yencha and Graf all voting yes, Francisco abstained, motion carried.

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
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Motion by Patrick Rock, seconded by Robert Yench, to approve the following field trips for the 2024-2025 school year, as recommended by the Superintendent.

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

Grade	Destination
6	Mayo Performing Arts Center
6	Warren Hills High School
6 G&T	Harmony Fire Hall

Motion by Edward Kemp, 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, Rock, Yench and Graf all voting yes, motion carried.

Employee	Position	Salary/Rate/Per Diem
Tami Phelps	Substitute	Daily Rate

~ OMITTED ~

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:

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

Motion by Patrick Rock, seconded by Jasmine Francisco, 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: Francisco, Kemp, Knittel, Riess, Rock, Yench and Graf all voting yes, motion carried.

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: *NONE*

Facilities:

Motion by Edward Kemp, seconded by Patrick Rock, to accept the following quotes for installation of Wall Padding for the ERI room at Port Colden School, as recommended by the Superintendent.

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

	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

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

Motion by Patrick Rock, seconded by Robert Yench, to accept the following quotes for installation of an Exterior Gym Door at Brass Castle School, as recommended by the Superintendent.

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

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

Motion by Nicholas Riess, seconded by Jasmine Francisco, to award the contract for the installation of an Exterior Gym Door at Brass Castle School to Door Hardware Installation, LLC for \$8,040.00, as recommended by the Superintendent.

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

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

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.

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

Finance & Policy:

Motion by Edward Kemp, seconded by Jasmine Francisco, to set the school lunch prices for the 2025-2026 school year, as recommended by the Superintendent.

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

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

Motion by Nicholas Riess, seconded by Jennifer Knittel, 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: Francisco, Kemp, Knittel, Riess, Rock, Yench and Graf all voting yes, motion carried.

Personnel: NONE

J. 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.)

- Jasmine Francisco reviewed the Delegate Resolutions

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

Motion by Patrick Rock, seconded by Nicholas Riess, 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: unanimous, motion carried

Time: 8:41pm

Motion by Patrick Rock, seconded by Edward Kemp, to return to open session.

MV: unanimous, motion carried

Time: 9:08pm

(Nicholas Riess left the meeting @ 9:00pm)

Motion by Patrick Rock, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #PC012925, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Patrick Rock, to affirm the Administration's decision in HIB case #BC022825, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #BC040625, as recommended by the Superintendent.

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

Motion by Patrick Rock, seconded by Robert Yench, to accept with regret, the resignation of Elizabeth Vespucci, Teacher at Port Colden School, effective June 12, 2025, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Patrick Rock, to accept with regret, the resignation of Diane Esposito, Part time Secretary at Port Colden School, effective May 9, 2025, as recommended by the Superintendent.

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

L. ADJOURNMENT

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

MV: unanimous, motion carried

Time: 9:11pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary