

# WASHINGTON TOWNSHIP BOARD OF EDUCATION

## REGULAR MEETING

**Monday, June 9, 2025**

**7:01 p.m.**

### **Minutes of June 9, 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, 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: Edward Kemp

Flag Salute

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the minutes and executive session minutes of May 12, 2025, as presented. **(Attachment #1 & #1a)**

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

### **B. PUBLIC QUESTIONS AND DISCUSSION:** (Agenda items)

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

- Mrs. Drevitch shared a video prepared by students.

### **C. SECRETARY'S REPORT:**

Motion by Nicholas Riess, seconded by Patrick Rock, to approve the Student Activity and Cafeteria Report for the month ending April 30, 2025, as presented. **(Attachment #2)**

MV: all voting yes, motion carried.

Motion by Patrick Rock, seconded by Nicholas Riess, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

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

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the Bills List for May 2025. **(Attachment #4)**

MV: all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Patrick Rock, to approve the Board Secretary's and Cash Reports for the month ending April 30, 2025, as presented. **(Attachment #5)**

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

Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the 6<sup>th</sup> grade and/or inactive families with Cafeteria account balances \$10.00 or less to be transferred into the Student Activity for Family Assistance Program, balances greater \$10.00 will be automatically refunded and mailed to the last know home address/or forwarding address (if provided), balances with a sibling in district will be transferred to their sibling's Cafeteria account, as recommended by the Superintendent.

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

#### **D. SUPERINTENDENT'S REPORT: (Attachment #6)**

Motion by Nicholas Riess, seconded by Patrick Rock, to adopt the following resolution to transfer current year surplus to reserves, as recommended by the Superintendent.

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

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and

**WHEREAS**, the statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Washington Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve and Maintenance Reserve accounts at year end, and

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$350,000 into the Capital Reserve Account.

**WHEREAS**, the Washington Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$150,000 into the Maintenance Reserve Account.

**NOW THEREFORE BE IT RESOLVED** by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Motion by Patrick Rock, seconded by Jasmine Francisco, to authorize the Superintendent to make line item and fund balance transfers through June 30, 2025, transfers to be approved by the Board at the next board meeting.

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

Motion by Jennifer Knittel, seconded by Robert Yench, to authorize the Business Administrator to establish an accounts payable for all 2024-2025 purchase orders which have been received but have not been paid by June 30, 2025 and establish a reserve account for encumbrances for all the 2024-2025 purchase orders which have been encumbered but not received by June 30, 2025, as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Robert Yench, to place the following classified students in the Washington Township Extended School Year Program, at Port Colden School, July 7, 2025, through August 1, 2025, 8:30-12:30 p.m., as recommended by the Superintendent.

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

#### **2025 ESY STUDENTS**

16651433	16596332	15950820	16247941	15904486	14741325	15718447	15745168
15269503	14205452	16742753	15136813	16147103	16337575	14204977	16789098
14883796	16509675	16423319	13607965	15686945	15959616	16844107	16031654
13380320	15010781	15010219	14536439				

Motion by Patrick Rock, seconded by Nicholas Riess, to approve the following personnel for the 2025 Extended School Year Program, pending completion of employment requirements, at Port Colden School, July 7, 2025, through August 1, 2025, 8:30am-12:30pm, as recommended by the Superintendent.

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

<b>STAFF MEMBER</b>	<b>POSITION</b>	<b>RATE</b>
Jennifer Crilly	Substitute Teacher	\$38.13*
Grace Kerner	Paraprofessional	\$16.75
Holly Lynch	Paraprofessional	\$19.00
Rylee Rhinehart	Substitute Paraprofessional	\$16.75

**\*24/25 Teacher Rate until WTEA contract is ratified**

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve summer hours for the following staff members to service students in the district from July 1, 2025 - August 22, 2025, up to 5 days, as recommended by the Superintendent.

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

- Erin Karl – School Social Worker
- Megan Ordemann – School Social Worker

Motion by Robert Yench, seconded by Nicholas Riess, to approve the following 2025 summer custodians pending completion of employment requirements, at the summer hourly rate below, as recommended by the Superintendent.

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

NAME	RATE
Emma Smith	\$15.50
Jacob Smith	\$15.50
Jake Nisivoccia	\$15.50
Tyler O'Neill	\$15.50

Motion by Patrick Rock, seconded by Jasmine Francisco, to accept with regret, the resignation for purposes of retirement of Jamie Hussey, Brass Castle Teacher, effective June 30, 2025, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Robert Yench, to approve Sabrina Emmolo, Teacher at Port Colden School, BA, Step 1, salary to be \$54,090, for the 2025-2026 school year (salary to be adjusted upon the ratified WTEA negotiated contract), upon completion of employment requirements, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to authorize the formation of the Affirmative Action Team to conduct the needs assessment and develop the 2025-2026 Comprehensive Equity Plan, as recommended by the Superintendent.

RCV: Francisco, Knittel and Graf all voting yes, Riess voting no, Rock and Yench abstained, motion carried.

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the submission of the 2025-2026 Comprehensive Equity Plan and Statement of Assurance, to the Executive County Superintendent, as recommended by the Superintendent. **(Attachment #7)**

RCV: Francisco, Knittel and Graf all voting yes, Riess voting no, Rock and Yench abstained, motion carried.

Motion by Jennifer Knittel, seconded by Robert Yench, to accept the following New Jersey Quality Single Accountability continuum (NJ-QSAC) review results pursuant to the requirements of N.J.A.C 6A:30. **(Attachment #8)**

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

NJ-QSAC AREA	INITIAL PLACEMENT
Instructional and Program	78%
Fiscal Management	100%
Governance	100%
Operations	97%
Personnel	100%

Motion by Robert Yencha, seconded by Nicholas Riess, to approve the following personnel for the 2025 Extended School Year Program, July 7, 2025, through August 1, 2025, 8:30am-12:30pm, as recommended by the Superintendent.

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

STAFF MEMBER	POSITION	RATE
Megan Ordemann	Sign Language Teacher	\$38.13*

**\*24/25 Teacher Rate until WTEA contract is ratified**

Motion by Jennifer Knittel, seconded by Robert Yencha, to accept with regret, the resignation of Jeffrey Reamer, Part-time Custodian, and waive the 14-day notice clause in contract, without setting precedence, effective June 12, 2025, as recommended by the Superintendent.

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

#### **E. PRINCIPALS' REPORT (Attachment #9)**

#### **F. CORRESPONDENCE: (Attachment #10)**

- Letter to the Board from Jamie Hussey
- Letter to the Board from Patricia Romel
- Letter from the State of New Jersey, Department of Community Affairs
- Letter from the State of New Jersey, Department of Education

#### **G. COMMITTEE REPORTS**

##### **Education:**

##### **Facilities:**

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the Lead Testing Program Statement of Assurance (SOA) for the 2024-2025 school year, (N.J.A.C. 6A:26-12.4 regulations) as recommended by the Superintendent.

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

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve the Joint Transportation Agreement with the Warren Hills Regional Board of Education, as listed, for the 2025-2026 school year, as recommended by the Superintendent.

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

2025/2026	
Route	Cost
01/F	\$ 25,601.14
02/KL	\$ 26,567.31
03/A	\$ 25,014.80
04/C	\$ 29,919.69
12/D	\$ 29,060.51
14AB/IM	\$ 29,682.78

<b>15AB/G</b>	<b>\$ 26,068.91</b>
<b>16AB/E</b>	<b>\$ 28,360.30</b>
<b>21/H</b>	<b>\$ 30,981.46</b>
<b>22/VAN 1</b>	<b>\$ 27,347.33</b>
<b>3SP AM</b>	<b>\$ 29,269.80</b>
<b>3SP PM</b>	<b>\$ 29,269.80</b>
<b>Total</b>	<b>\$ 337,143.83</b>

Motion by Jasmine Francisco, seconded by Nicholas Riess, to accept the quotes for the 2025 ESY Special Education Transportation, as recommended by the Superintendent.

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

<b>GST TRANSPORT</b>	<b>E 25A</b>	<b>E 25B</b>
Route Cost	\$274.00/per diem	\$268.00/per diem
Aide Cost	\$ 78.00/per diem	\$ 78.00/per diem
Total Cost	\$352.00/per diem	\$346.00/per diem
Per mileage Adjustment Cost	\$1.00/per mile	\$1.00/per mile
<b>KRAPF SCHOOL BUS</b>		
Route Cost	\$344.00/per diem	\$344.00/per diem
Aide Cost	\$ 75.00/per diem	\$ 75.00/per diem
Total Cost	\$419.00/per diem	\$419.00/per diem
Per mileage Adjustment Cost	\$.95/per mile	\$.95/per mile
<b>SNYDER BUS SERVICE, INC.</b>		
Route Cost	\$240.00/per diem	\$235.00/per diem
Aide Cost	\$ 70.00/per diem	\$ 70.00/per diem
Total Cost	\$310.00/per diem	\$305.00/per diem
Per mileage Adjustment Cost	\$1.70/per mile	\$1.70/per mile

Motion by Robert Yencha, seconded by Patrick Rock, to award the contract for the 2025 ESY Special Education Transportation, as follows, as recommended by the Superintendent.

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

<b>SNYDER BUS SERVICE, INC.</b>	<b>E 25A</b>	<b>E 25B</b>
Route Cost	\$240.00/per diem	\$235.00/per diem
Aide Cost	\$ 70.00/per diem	\$ 70.00/per diem
Total Cost	\$310.00/per diem	\$305.00/per diem
Per mileage Adjustment Cost	\$1.70/per mile	\$1.70/per mile

Motion by Nicholas Riess, seconded by Patrick Rock, to renew the school related activities transportation contract with Snyder Bus Services, Inc. for the 2025-2026 school year, as recommended by the Superintendent.

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

Motion by Robert Yench, seconded by Jasmine Francisco, to approve the shared services agreement to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2025 – June 30, 2026, for the sum of \$113,156 as recommended by the Superintendent.  
RCV: Francisco, Knittel, Riess, Rock, Yench and Graf all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Patrick Rock, to approve the 2025-2026 Delivery Service Agreement with Maschio's Trucking, LLC to provide pickup and delivery of USDA Commodities, at a rate of \$194.95 per delivery, and a flat rate of \$3.95 will be charged for each delivered case exceeding 49 cases, as recommended by the Superintendent.  
RCV: Francisco, Knittel, Riess, Rock, Yench and Graf all voting yes, motion carried.

#### **Personnel:**

#### **H. 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.)

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

Motion by Jennifer Knittel, 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: 7:57pm

(Jessica Garcia & Jessica McDonagh left at 8:35pm for the FMLA update)

(Jean Flynn left at 9:00pm for the Superintendent Evaluation and Teacher negotiation update)

(Patrick Rock left at 9:17pm for the Teacher negotiation update)

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to return to open session.

MV: unanimous, motion carried

Time: 9:40pm

(Patrick Rock returned)

Motion by Nicholas Riess, seconded by Jennifer Knittel, to affirm the Administration's decision in HIB case #BC051325, as recommended by the Superintendent.

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

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities & Transportation Supervisor's contract for the 2025-2026 school year, as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. **(Attachment #11)**

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

Motion by Patrick Rock, seconded by Jennifer Knittel, to acknowledge completion of Keith T. Neuhs' Superintendent Evaluation, on June 9, 2025, as recommended by the Board.

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

#### **J. ADJOURNMENT**

Motion by Nicholas Riess, seconded by Patrick Rock, to adjourn.

MV: unanimous, motion carried

Time: 9:45pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary