

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**  
**REGULAR MEETING**

Monday, July 14, 2025

**\*(Postponed to July 17, 2025 @ 9:00am due to weather)**

**9:05am**

**Minutes of July 17, 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 posted on the district website on July 15, 2025.

Members in attendance: Jasmine Francisco, Edward Kemp, Vice President, Jennifer Knittel and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, and Jessica Garcia, Principal.

Members absent: Nicholas Riess, Patrick Rock and Robert Yench.

Flag Salute

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the minutes and executive session minutes of June 9, 2025, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, Kemp 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.)

**C. SECRETARY'S REPORT:**

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Report for the month ending May 31, 2025, as presented. **(Attachment #2)**

MV: all voting yes, motion carried.

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

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

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the Bills List for June 2025. **(Attachment #4)**

MV: all voting yes, motion carried.

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the Board Secretary's and Cash Reports for the month ending May 31, 2025, as presented. **(Attachment #5)**

RCV: Francisco, Kemp, Knittel 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 Jasmine Francisco, to approve the Emergency Virtual/Remote Plan for the 2025-2026 School Year, as recommended by the Superintendent **(Attachment #7)**.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the Quality Single Accountability Continuum (QSAC) District Improvement Plan (DIP) to the New Jersey Department of Education, as recommended by the Superintendent. **(Attachment #8)**

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the submission for Anticipated Facility Requests for the 2025-2026 school year at Brass Castle School, Room 98/100 for Dual Use BSI/Reading Intervention/Enrichment/G&T, Room 205 for Dual Use BSI/Reading/Intervention/Enrichment/Resource Room and Room 102 for Kindergarten Toilet Room Facilities, to the County Executive Superintendent for approval as amended.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission for Anticipated Facility Requests for the 2025-2026 school year at Port Colden School, Room 205 for Dual Use BSI/Reading Intervention, to the County Executive Superintendent for approval.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the submission of the Child Assault Prevention (CAP) Grant for 2025-2026 in the amount of \$993.00, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to accept with regret, the resignation of Elizabeth Anema, Port Colden Nurse, effective June 30, 2025, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to accept with regret, the resignation of Maxwell Mazuca, Full Time Custodian at Brass Castle School, effective June 30, 2025, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the following personnel for the 2025-2026 school year, pending completion of employment requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Shannon Tubman	Special Education Teacher	BA, Step 2 - \$54,690
Sandra Dantzler	School Nurse, Port Colden	MA, Step 12 - \$74,760
Barbara Smith	Part Time Paraprofessional	Step 6 - \$17.75 hr.
Veronica Hurst	Part Time Paraprofessional	Step 1 - \$16.75 hr.
Emily Collins	Part Time Paraprofessional	Step 1 - \$16.75 hr.
Scott Ward	Full Time Custodian	\$20.00 hr.

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the following Substitutes for the 2025-2026 school year, as recommended by the Superintendent.

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

Substitutes 2025-2026
Anthony-Iosue, Sandra
Balzer, Marilyn
Brattole, Amanda
Casserly, Pamela
Connors, Catherine
Crilly, Allison
DeVoe, Hannah
Galoppo, Christopher
Ganova, Michele
Hamas, Christine
Kaiven, Edward
Kaluzny, Andrew
Margolin, Molly
Miller, Jaelynn
Nisivoccia, Mia
Pawloski, Angela
Petri-Harvey, Kathleen
Phelps, Tami
Polhemus, Deborah
Randolph, John
Rella, Denise

Rhinehart, Ava
Rhinehart, Rylee
Rice, Allison
Samela, Susan
Schiano-DiCola, Eliana
Smith, Emma
Stasse, Patricia - Nurse
Thompson, Christine
Bazelais, Shania - Custodian

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the Professional Development Program, as recommended by the Superintendent.

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Christine Drevitch	LEGO SPIKE Training (Virtual)	\$699	July 28 – Aug. 1, 2025	0	0	0	0	0

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve a change in preparation classification, for Toni Ann Smith, from BA+15, Step 9 to MA, Step 9 (salary to be adjusted upon the ratified WTEA negotiated contract and pending transcripts conferring degree), effective 2025-2026 school year, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the hiring of Christine Drevitch to facilitate a First Lego League program for selected enrichment students from August 18-22, 2025, for up to 16 hours total, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve a health care staffing agreement between the Washington School District and Loving Care Agency, Inc. d/b/a Aveanna Healthcare to provide one-on-one nursing services on school campus or offsite for a school sponsored event, including transportation, at the following rates for the 2025/2026 School Year, as recommended by the Superintendent. **(Attachment #9)**

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to apply for the FY2026 IDEA Grant and accept the grant award funds, upon approval of the FY2026 IDEA application, as recommended by the Superintendent.

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

Basic	\$155,014
Preschool	\$ 11,312

Motion by Edward Kemp, seconded by Jasmine Francisco, to accept with regret, the resignation of Lindsay Berrigan, Part-time Paraprofessional, effective July 14, 2025, as recommended by the Superintendent **(Attachment 13)**.

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve a paid sick leave under the Federal Family and Medical Leave Act (FMLA), for employee #2131, effective on July 24, 2025, with an anticipated return to work on August 21, 2025, utilizing sick days, as recommended by the Superintendent.

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

#### **E. PRINCIPALS' REPORT (Attachment #10)**

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

- Letter from Elizabeth Anema
- Email from Maxwell Mazuca
- Letter from State of New Jersey Department of Education (Preschool Program Budget Approval)
- Letter from State of New Jersey Department of Education (Comprehensive Equity Plan)
- Petition to Oppose Rezoning

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

##### **Education:**

**Facilities:** *Virtual Meeting held July 7, 2025 @ 6:30pm*

**Personnel:** *Negotiation Meeting held July 21, 2025 @ 1:00pm – Brass Castle School*

**Finance & Policy:** *Virtual Meeting held July 7, 2025 @ 7:30pm*

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the first reading of Policy Alert 234 as recommended by the Superintendent. **(Attachment #12)**

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

- P 5512 Harassment, Intimidation, or Bullying
- P&R 5516 Use of Electronic Communication Devices
- P&R 5533 Student Smoking
- P 5701 Academic Integrity
- P 5710 Student Grievance
- P&R 7441 Electronic Surveillance in School Buildings and on School Grounds
- P&R 9320 Cooperation with Law Enforcement Agencies

#### **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.)

- Stacie Paruta shared information regarding rezoning of Pleasant Valley Road

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

Motion by Edward Kemp, seconded by Jennifer Knittel, 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: 9:55am

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

MV: unanimous, motion carried.

Time: 10:03am

**J. ADJOURNMENT**

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

MV: unanimous, motion carried.

Time: 10:03am

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary