

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

**Monday, October 6, 2025**

**7:03 p.m.**

**Minutes of October 6, 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, Patrick Rock (arrived at 7:31pm) and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica McDonagh, Principal and Monica Rowland, Interim Principal.

Members absent: Nicholas Riess and Robert Yench

Flag Salute

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the minutes and executive session minutes of September 8, 2025, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, motion carried.

**B. PUBLIC HEARING:**

- *School Climate Committee Self-Assessment Presentation – Keith T. Neuhs*

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the School Climate Self-Assessment and submission, as recommended by the Superintendent.

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

**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. SECRETARY'S REPORT:**

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

MV: all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, 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 Jasmine Francisco, seconded by Jennifer Knittel, to approve the Bills List for September 2025.

**(Attachment #4)**

MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the Board Secretary's and Cash Reports for the month ending August 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.

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

- *District Assessment Presentation – Keith T. Neuhs*

**(Patrick Rock arrived at 7:31pm)**

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

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Jean Flynn Jennifer Hikade	HWASBO Meetings	\$195.00 \$125.00	Sept. 24, Oct. 29, Nov. 19, Dec. 17, 2025, Jan. 28, Feb. 25, March 25, Apr. 29, May 20, June 4, 2026	-	-	-	-	-
Jean Flynn	SAIF Meetings	-	Sept. 19, Dec. 12, 2025, Feb. 20, May 15, 2026	-	-	-	-	-
Jacqueline Henderson	Nurse CPR Renewal 2025	\$95.00	October 13, 2025	-	-	-	-	-
Jesse Wyke	EBP Approaches to Intervention for Preschoolers w/Speech & Language Disorders	\$100.00	October 13, 2025	-	-	-	-	-

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve Monica Rowland, as Interim Principal of Brass Castle School, starting on or about October 6, 2025, at a rate of \$450.00 per diem, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve Keith T. Neuhs, as Interim CST Director, starting on or about October 8, 2025, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve Keith T. Neuhs, as Interim Preschool Coordinator, starting on or about October 8, 2025, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve Keith T. Neuhs, as McKinney-Vento District Liaison, starting on or about October 8, 2025, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve a maternity leave of absence, for employee #4403, effective on or about December 1, 2025 through April 13, 2026, utilizing sick/personal days (per contract), the Federal Family and Medical Leave Act (FMLA) and New Jersey Family and Medical Leave (FLA), as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve a maternity leave of absence, for employee #4254, effective on or about December 1, 2025 through April 20, 2026, utilizing sick/personal days (per contract), the Federal Family and Medical Leave Act (FMLA) and New Jersey Family and Medical Leave (FLA), as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to accept with regret, the resignation for purposes of retirement of Dawn Baxendale, Brass Castle Teacher, effective June 30, 2026, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, 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, Rock and Graf all voting yes, motion carried.

Employee	Position	Salary/Rate/Per Diem
Richard Nespole	PT Custodian	\$17.50
Amanda Phelps	Substitute	Per Diem Rate

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the following staff member on the Code Blue Team at *Brass Castle School* for the 2025-26 school year, as per the Superintendent.

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

Staff Member
Monica Rowland, Interim Principal

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following staff members on the Code Blue Team at *Port Colden School* for the 2025-26 school year, as per the Superintendent.  
RCV: Francisco, Kemp, Knittel, Rock and Graf all voting yes, motion carried.

Staff Member
Jessica McDonagh, Principal
Sandra Dantzler, School Nurse – CPR Trained
Sarah Bettenhausen – CPR Trained
Sabrina Emmolo – CPR Trained
Caryn Kaluzny – CPR Trained
Heather Kerner – CPR Trained
Amybeth Kupcha – CPR Trained
Holly Lynch – CPR Trained
Barbara Pierson – CPR Trained
Nicole Smith – CPR Trained

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the following *Brass Castle Volunteers* to be EpiPen Delegates for the 2025-26 school year, as recommended by the Superintendent.  
RCV: Francisco, Kemp, Knittel, Rock and Graf all voting yes, motion carried.

Renee Seiz	Courtney Ward
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Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the following *Port Colden Volunteers* to be EpiPen Delegates for the 2025-26 school year, as recommended by the Superintendent.  
RCV: Francisco, Kemp, Knittel, Rock and Graf all voting yes, motion carried.

Jessica McDonagh	Holly Lynch
Sarah Bettenhausen	Barbara Pierson
Heather Kerner	Thomas Schepis
Jennifer Kruger	Keith T. Neuhs

Motion by Edward Kemp, seconded by Jennifer Knittel, to recognize that the following staff members have successfully completed Crisis Prevention Institute (CPI) De-escalation Training for the 2025-26 school year, as recommended by the Superintendent.  
RCV: Francisco, Kemp, Knittel, Rock and Graf all voting yes, motion carried.

Certified Staff	Non-Certified Staff
Monica Rowland	Melanie Deering
	Ines Donfack
	I'Mari Simmons

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.  
RCV: Francisco, Kemp, Knittel, Rock and Graf all voting yes, motion carried.

Grade	Destination
MD	Von Thun Farms

#### **G & T Enrichment Experiences**

Grade	Event	Destination
4th	Expectations for Mindnastics	Belvidere School Library

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the following Warren Hills' Student Leaders to assist the Brass Castle Robotics Team and Robotics Club, after school beginning September 15, 2025, through May 29, 2026, as recommended by the Superintendent.

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

- Daryl Detrick – Teacher
- Anne Philip
- MacKenzie Wojcicki
- Bill Darcy
- Hunter Guido
- Dustyn Auley
- Sophia Cassel

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the WTSD Mentor Plan and Professional Development Plan, Statement of Assurance (SOA), as recommended by the Superintendent.

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

**Washington Township School District Mentor Plan** – State regulations require the CSA to share the Mentor Plan with the BOE for related fiscal impacts. The fiscal impact of the mentor plan is minimal as the Mentor and the Resident will meet outside of School District contracted time. As in the past, the Resident is required to pay the Mentor fee and the BOE Business Office will continue to handle mentor payments.

**Washington Township School District Professional Development Plan** – State regulations require the CSA to share the District's Professional Development Plan with the BOE for related fiscal impacts. The District will allocate approximately \$11,600 to cover the costs associated with the district and school Professional Development Plans which includes ESEA Title IIA funds, in the amount of \$9,075. Funding will be allocated for consultants, workshop registrations, supplies and substitute teachers.

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following District and Board of Education goals for the 2025-26 school year.

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

#### **District Goals:**

1. By the end of the 2025-26 school year, students in grades 3-6 will demonstrate improved reading proficiency as measured by iReady Reading assessments. The district will achieve this goal by meeting either of the following targets:

Target 1 - Overall Proficiency: 50% of students achieve Level 5 performance (mid-grade level to above grade level) on the Spring iReady Reading assessment.

and/or

Target 2 - Growth: 50% of students advance a minimum of one proficiency level from Fall to Spring iReady Reading assessments.

Meeting either target will indicate successful strengthening of foundational reading skills including comprehension, vocabulary, and critical thinking abilities, directly supporting improved student performance on NJSLA-ELA assessments and demonstrating meaningful progress toward district-wide reading proficiency goals.

2. By the end of the 2025-26 school year, students in grades 3-6 will demonstrate improved mathematics proficiency as measured by iReady Mathematics assessments. The district will achieve this goal by meeting either of the following targets:

Target 1 - Overall Proficiency: 50% of students achieve Level 5 performance (mid-grade level to above grade level) on the Spring iReady Mathematics assessment.

and/or

Target 2 - Growth: 50% of students advance a minimum of one proficiency level from Fall to Spring iReady Mathematics assessments.

Meeting either target will indicate successful strengthening of foundational mathematics skills including number sense, problem-solving, mathematical reasoning, and computational fluency, directly supporting improved student performance on NJSLA-Mathematics assessments and demonstrating meaningful progress toward district-wide mathematics proficiency goals.

3. Continue to actively explore and pursue grant opportunities that support district initiatives and enhance resources for students and staff.

#### **Board of Education Goals:**

1. Develop and implement a communication strategy to educate and engage stakeholders about the district's funding and enrollment challenges resulting from state and local decisions beyond the district's control.
2. Assess current facility capacity and develop a strategic plan to address potential enrollment growth and ensure adequate learning spaces for students.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve and adopt the revised Plan document, to include the incorporation of required IRS provisions under SECURE 2.0, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the annual Health and Safety Evaluation of School Buildings Checklist State of Assurance for school year 2025-26, as recommended by the Superintendent. **(Attachment #7)**

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the Comprehensive Maintenance Plan (CMP) for 2024-2025, 2025-2026, 2026-2027, as per 6A:26A-3.1 to the Executive County Superintendent, as recommended by the Superintendent. **(Attachment #8)**

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

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the M-1 (Annual Maintenance Budget Amount Worksheet), as per N.J.A.C. 6A:26A-4.1, to be submitted to the Executive County Superintendent, as recommended by the Superintendent. **(Attachment #9)**

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

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve \$23,614 of Susan Graham's salary to be funded by the 2026 ESEA Federal Grant, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to accept the FY 2025 Funding for Optimal Comprehensive Universal Screeners (FOCUS)25-TL02-G0 grant award amount of \$2,140, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to authorize the submission of the 2026-2027 Preschool Enrollment Projection and Operational Plan, as recommended by the Superintendent.

**(Attachment #10).**

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve Katherine Amon as a Full-time Custodian, at a rate of \$17.85 per hour, effective October 16, 2025, as recommended by the Superintendent.

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

#### **F. PRINCIPALS' REPORT (Attachment #11)**

#### **G. CORRESPONDENCE: (Attachment #12)**

- Letter from Deanna Concato
- Letter from Melissa Patamia
- Letter from Dawn Baxendale
- Letter from the State of New Jersey Department of Education

#### **H. COMMITTEE REPORTS**

**Education:** *Meeting held on September 30, 2025 @ 7pm, Old School House*

**Facilities:**

**Note:** *Bus evacuation drills were held at Brass Castle and Port Colden Schools on September 9, 2025.*

Motion by Edward Kemp, seconded by Jennifer Knittel, to accept the following quotes for Snow Removal Services for Brass Castle School, Port Colden School and Old Schoolhouse driveways and parking facilities for the 2025/2026 School Year, as recommended by the Superintendent. **(Attachment #13)**

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

**2025-2026**

	<b>Stone Hill Excavating, LLC</b>	<b>Hummel Landscape Services</b>	<b>ACF Greenscapes</b>
Base Bid for a per season Flat Price for: Driveways & Parking Areas	\$38,000.00 (42 inch CAP)	\$42,000.00	\$35,500.00
Base Bid for a per season Flat Price for: Sidewalks & Entrances	\$32,000.00	\$18,000.00	\$ 7,800.00
Alternate Bid: (per snowfall) no sidewalks			
2 to 6 inches	\$ 1,800.00	\$ 1,700.00	\$ 1,512.00
6 to 12 inches	\$ 2,200.00	\$ 3,000.00	\$ 3,204.00
12 inches and over	\$ 2,750.00	\$ 5,500.00	\$ 270.00 per inch
Salting and sanding	\$ 1,350.00	\$ 1,480.00	\$ 660.00
Per application Hourly rate for snow (if requested)	\$ 350.00	\$ 480.00	\$ 185.00
Removal (relocation) Equipment & manpower			

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to award the Snow Removal Services for Brass Castle School, Port Colden School and Old Schoolhouse driveways and parking facilities for the 2025/2026 School Year to ACF Greenscapes for the Alternate Bid per snowfall and salting, as recommended by the Superintendent.

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

**Personnel:**

**Finance & Policy:**

**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. PUBLIC HEARING**

As per Public Law 6A:16-2.1 each school district shall, in consultation with their school physician, create a District Nursing Services Plan. The plan shall be adopted annually during a public hearing conducted at a regular board of education meeting.

- District Nursing Services Plan

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the 2025-26 District Nursing Services Plan, as recommended by the Superintendent. **(Attachment #14)**

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



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

Motion by Jennifer Knittel, seconded by Jasmine Francisco, 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: 8:22pm

Motion by Jennifer Knittel, seconded by Edward Kemp, to return to open session.

MV: unanimous, motion carried.

Time: 8:35pm

Motion by Jasmine Francisco, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #PC091725, as recommended by the Superintendent.

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

**L. ADJOURNMENT**

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to adjourn.

MV: unanimous, motion carried.

Time: 8:35pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary