

WASHINGTON TOWNSHIP BOARD OF EDUCATION

BOARD RE-ORGANIZATION AND REGULAR MEETING

Monday, January 5, 2026

7:00 p.m.

A. AGENDA

1. Motion by _____, seconded by _____, to appoint Jean Flynn, Board Secretary, as temporary chair to conduct elections, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Present							

- 1a. Call to order by Board Secretary

Time: _____

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance 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 Express Times and the Clerk of Washington Township.

- 1b. Results of the Election held on November 4, 2025, were as follows:

Karen R. Graf - 2,116
Jasmine Francisco - 2,051
Write-In Total - 65

- 1c. Administering the Oath of Office to the newly elected Board Members.

(Newly elected Board Members sign the Oath of Office).

3 - Year Term

Karen R. Graf

Jasmine Francisco

Roll Call:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

Flag Salute:

B. RE-ORGANIZATION MOTIONS

2. Board Secretary requests nominations for President.

_____ nominated _____, for President. Are there any other nominations? (Following the close of nominations.)

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

C. NEWLY ELECTED PRESIDENT ASSUMES CHAIR

3. President requests nominations for Vice-President.

_____ nominated _____, for Vice-President. Are there any other nominations? (Following the close of nominations.)

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

D. CODE OF ETHICS FOR SCHOOL BOARD MEMBERS: *Review*

The Board will review New Jersey School Board Member Code of Ethics - Board Members sign acknowledgement of receipt of File Code 9271. *(Please sign and return to the Board Secretary).*

Board President appointed _____ and _____, alternate, as Delegate to the New Jersey School Boards Association.

Board President appointed _____ and _____, alternate, to the Warren County School Boards Association.

4. Motion by _____, seconded by _____, to approve the minutes and executive session minutes of December 8, 2025, as presented. **(Attachment #1 & 1a)**

MV:

5. Motion by _____, seconded by _____, to adopt the following 2026-2027 calendar of board meetings for the Washington Township Board of Education **(Attachment #2)**

(NOTE: meetings are beginning at 7pm):

RCV:

REGULAR MEETINGS FOR 2026-2027

January 5, 2026	(Monday) Board Reorganization/Regular/Public Hearing on School Safety Report
January 12, 2026	Special Meeting 5PM For the purpose of Business Administrator Interviews (Executive Session)
January 14, 2026	Special Meeting 6PM For the purpose of Business Administrator Interviews (Executive Session)
February 9, 2026	
March 9, 2026	
April 27, 2026	Public Hearing on Budget
May 11, 2026	2025-2026 Annual School Appointments and Adoptions
June 8, 2026	
July 13, 2026	Public Hearing on School Safety Report
August 10, 2026	
September 14, 2026	
October 5, 2026	Public Hearing on Nursing Services Plan
November 9, 2026	Public Hearing on Audit
December 14, 2026	
January 4, 2027	(Monday) Board Reorganization/Regular/Public Hearing on School Safety Report

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

E. PUBLIC HEARING ON EMPLOYMENT CONTRACT OF THE SUPERINTENDENT:

6. Motion by _____, seconded by _____, to Open Public Hearing as recommended by personnel committee. RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

F. PUBLIC QUESTIONS AND DISCUSSION: Superintendent Contract

7. Motion by _____, seconded by _____, to Close Public Hearing as recommended by personnel committee. RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

8. Motion by _____, seconded by _____, to approve Keith T. Neuhs, Superintendent contract from January 1, 2026 to June 30, 2030, (attachment #14), as approved by the Warren County Executive Superintendent, as recommended by the personnel committee. RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

F. PUBLIC HEARING

SCHOOL SAFETY REPORT

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism, weapons, substance abuse and HIB two times per year. Those incidents shall also be reported between September 1, 2025, to December 31, 2025, to the NJ Department of Education via the department's Student Safety Data System.

0 - Violence, vandalism, substance abuse or weapons reports

1 - Confirmed HIB

4 – HIB Investigations

As reported to the Department of Education, there were zero incidents of violence, vandalism, weapons, substance abuse, during the 2025-2026 school year for the period ending December 31, 2025.

There was *one confirmed* HIB during the 2025-2026 school year for the period ending December 31, 2025.

9. Motion by _____, seconded by _____, to accept the Bi-Annual Student Safety Data Report, dated December 31, 2025, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

F. PUBLIC QUESTIONS & DISCUSSIONS (agenda Items)

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

G. SECRETARY'S REPORT

10. Motion by _____, seconded by _____, to approve the Student Activity and Cafeteria Account Reports, as presented. **(Attachment #3)**

MV:

11. Motion by _____, seconded by _____, to approve the line item transfers, as recommended by the Superintendent. **(Attachment #4)**

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to approve the Bills List for December 2025.
(Attachment #5)

MV:

13. Motion by _____, seconded by _____, to approve the Board Secretary's and Cash Reports for the month ending November 30, 2025, as presented. **(Attachment #6)**

RCV:

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.

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

H. SUPERINTENDENT'S REPORT **(Attachment #7)**

14. Motion by _____, seconded by _____, to approve Nathanya G. Simon, as Board Counsel, from January 1, 2026 through Organization Meeting January 2027, with the firm of Scarinci Hollenbeck, at the hourly rate of \$175.00 for General, Special Education, Construction, and litigation matters, handled by partners and counsel; and at the hourly rate of \$165.00 for matters handled by Associates. Paralegals and law clerks shall be billed at the hourly rate of \$116.73, as recommended by the Superintendent.
(Attachment #8)

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

15. Motion by _____, seconded by _____, to accept with regret, the resignation for purposes of retirement of Michael Angeloni, Facilities Coordinator, effective March 31, 2026, as recommended by

the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to accept with regret, the resignation of Katherine Astuni, part-time Paraprofessional, effective December 31, 2025, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to accept with regret, the resignation of Cindy Daniel part-time Paraprofessional, effective January 30, 2026 as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

18. Motion by _____, seconded by _____, to approve Michelle Conaboy as a part-time Transportation Clerk, upon completion of employment requirements, salary to be \$20.00 hourly rate, not to exceed 10 hours per week, effective on or about January 5, 2026, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

19. Motion by _____, seconded by _____, to approve Nicole Musso as a long-term substitute Special Education Teacher, upon completion of employment requirements, salary to be \$275 per diem effective on or about January 5, 2026, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.

RCV:

Grade	Destination
6th	Mayo Performing Arts Center

G & T Enrichment Experiences

Grade	Event	Destination
3 rd & 4 th	Battle of the Books	Knowlton Twp. Elementary School

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to accept the following proposal to provide E-rate Services for Funding Year 2026 for Category 1 and 2, as recommended by the Superintendent

(Attachment #11)

RCV:

Contractor	Category 1	Category 2	Bid Mgmt Fee
E-rate Advantage	\$4250 Minimum or 6% discount funding	\$4250 Minimum or 6% discount funding	
E2 exchange	\$1,250	\$1250 + 3% of committed funding	\$ 850.00
E-rate Specialist	15% Total Savings	7.5% Total Savings	
B&R E-rate Consulting Services, LLC	10% of total amount reimbursed	5% of total amount reimbursed	

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

22. Motion by _____, seconded by _____, to appoint B&R E-rate Consulting Services, LLC to provide E-rate Services for Funding Year 2026 for Category 1 and 2, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to accept the following quotes to purchase and install an Elkay water bottle filler at Brass Castle, funded in part by a \$2,500 FY25 Hydration Grant from New Jersey American Water, as recommended by the Superintendent. **(Attachment #12)**

RCV:

Contractor	Quote
Bogush, Inc.	\$ 7,385.00
Iron Mountain Mechanical, LLC	\$ 7,055.00
Rapid Recovery Services, LLC	\$ 7,093.60

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

24. Motion by _____, seconded by _____, to award the contract to Iron Mountain Mechanical for \$7,055 to purchase and install an Elkay water bottle filler at Brass Castle, funded in part by a \$2,500 FY25 Hydration Grant from New Jersey American Water, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

25. Motion by _____, seconded by _____, to approve the Lake Drive School Special Education Tuition Contract Agreement 2025-2026 for student #16147103 between the Washington Township Board of Education and the Mountain Lakes Board of Education, in the amount of \$46,180.68 (pro-rated), effective January 5, 2026, to June 30, 2026, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

I. PRINCIPALS' REPORT (Attachment #9)

J. CORRESPONDENCE (Attachment #10)

- Letter from Patrick Rock
- Letter from Michael Angeloni
- Email from Katherine Astuni

K. COMMITTEE REPORTS

Education:

Facilities:

26. Motion by _____, seconded by _____, to approve the following Resolution to apply for the New Jersey Department of Community Affairs, FY26 Local Recreation Improvement Grant for \$100,000 with a \$25,000 match from the Washington Township Board of Education, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

Finance:

27. Motion by _____, seconded by _____, to approve the 2nd reading and adoption of the following Policy, as recommended by the Superintendent. **(Attachment #13)**

RCV:

• **1110 – Organizational Chart**

	Jasmine Francisco	Karen Graf	Edward Kemp	Jennifer Knittel	Nicholas Riess	Vacancy	Robert Yench
Yes							
No							
Abstain							

Personnel:

L. 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.)

M. EXECUTIVE SESSION - if required as indicated in items _____ below:

28. 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.

- Matters rendered confidential by Federal Law, State Law, or Court Rule.
- Individual privacy
- Collective bargaining agreements
- Purchase or lease of real property if public interest could be adversely affected
- Investment of public funds if public interest could be adversely affected
- Tactics or techniques utilized in protecting public safety and property
- Pending or anticipated litigation
- Attorney-client privilege
- 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: _____

29. Motion by _____, seconded by _____, to return to open session.

MV: _____

Time: _____

N. ADJOURNMENT

30. Motion by _____, seconded by _____, to adjourn.

MV: _____

Time: _____