

WASHINGTON TOWNSHIP BOARD OF EDUCATION

BOARD RE-ORGANIZATION AND REGULAR MEETING

Monday, January 5, 2026

7:04 p.m.

Minutes of January 5, 2026

Motion by Karen Graf, seconded by Edward Kemp to appoint Jean Flynn, Board Secretary, as temporary chair to conduct elections, as recommended by the Superintendent.

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

Call to order by Board Secretary

Time: 7:04pm

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.

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

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

Members in attendance: Jasmine Francisco, Karen Graf, Edward Kemp, Jennifer Knittel and Nicholas Riess. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica McDonagh, Principal and Monica Rowland, Interim Principal.

Members absent: Robert Yench

Flag Salute:

B. RE-ORGANIZATION MOTIONS

Board Secretary requests nominations for President.

Edward Kemp nominated Karen Graf for President. Are there any other nominations? (Following the close of nominations.)

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

C. NEWLY ELECTED PRESIDENT ASSUMES CHAIR

President requests nominations for Vice-President.

Nicholas Riess nominated Edward Kemp for Vice-President. Are there any other nominations? (Following the close of nominations.)

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

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 Jasmine Francisco and Jennifer Knittel, alternate, as Delegate to the New Jersey School Boards Association.

Board President appointed Edward Kemp and Nicholas Riess, alternate, to the Warren County School Boards Association.

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

MV: all voting yes, motion carried.

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

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

E. PUBLIC HEARING ON EMPLOYMENT CONTRACT OF THE SUPERINTENDENT:

Motion by Edward Kemp, seconded by Jasmine Francisco, to Open Public Hearing as recommended by personnel committee.

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

F. PUBLIC QUESTIONS AND DISCUSSION: Superintendent Contract

Motion by Jasmine Francisco, seconded by Nicholas Riess, to Close Public Hearing as recommended by personnel committee.

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

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

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.

Motion by Jennifer Knittel, seconded by Edward Kemp, to accept the Bi-Annual Student Safety Data Report, dated December 31, 2025, as recommended by the Superintendent.

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

F. PUBLIC QUESTIONS & DISCUSSIONS (agenda Items) *NONE*

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

G. SECRETARY’S REPORT

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Account Reports, as presented. **(Attachment #3)**

MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the line item transfers, as recommended by the Superintendent. **(Attachment #4)**

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

Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve the Bills List for December 2025. **(Attachment #5)**

MV: all voting yes, motion carried.

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

RCV: Francisco, Graf, Kemp, Knittel and Riess 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.

H. SUPERINTENDENT'S REPORT (Attachment #7)

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

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

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

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

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

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

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

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

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.

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

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

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

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	

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

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

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

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

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

I. PRINCIPALS' REPORT (Attachment #9)

J. CORRESPONDENCE (Attachment #10)

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

K. COMMITTEE REPORTS

Education:

Facilities:

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

Finance & Policy:

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

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

- **1110 – Organizational Chart**

Personnel:

L. 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.)

M. EXECUTIVE SESSION - if required as indicated in items **b,i** below:

Motion by Nicholas Riess, 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: 8:00pm

Motion by Jasmine Francisco, seconded by Nicholas Riess, to return to open session.

MV: unanimous, motion carried. Time: 8:16pm

Motion by Jasmine Francisco, seconded by Nicholas Riess, approve the employment contract for Stephanie Tohme as School Secretary, upon completion of employment requirements, effective on or about February 5, 2026, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the Job Description for District Communications and Website Coordinator (Stipend Position), as recommended by the Superintendent.

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

N. ADJOURNMENT

Motion by Nicholas Riess, seconded by Edward Kemp, to adjourn.

MV: unanimous, motion carried. Time: 8:18pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary