

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

**Monday, November 10, 2025**

**7:00 p.m.**

**Minutes of November 10, 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: Edward Kemp, Vice President, Nicholas Riess, Patrick Rock, Robert Yencha and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica McDonagh, Principal and Monica Rowland, Interim Principal.

Members absent: Jasmine Francisco and Jennifer Knittel.

Flag Salute

Motion by Edward Kemp, seconded by Patrick Rock, to approve the minutes and executive session minutes of October 6, 2025, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, Riess and Yencha abstained, motion carried.

**B. PUBLIC HEARING**

- *Audit Presentation by Anthony Ardito, Auditor – Ardito & Company, LLP*

Motion by Edward Kemp, seconded by Nicholas Riess, to accept the Annual Comprehensive Financial Report (ACFR), and report of Administrative Findings: Financial, Compliance and Performance, for the fiscal year ending June 30, 2025, and note that there were no audit recommendations. **(Attachment #2)**  
RCV: Kemp, Riess, Rock, Yencha 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 Nicholas Riess, seconded by Patrick Rock, to approve the Student Activity and Cafeteria Report for the month ending September 30, 2025, as presented. **(Attachment #3)**  
MV: all voting yes, motion carried.

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #4)**  
RCV: Kemp, Riess, Rock, Yencha and Graf all voting yes, motion carried.

Motion by Robert Yencha, seconded by Edward Kemp, to approve the Bills List for October 2025.  
**(Attachment #5)**

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 September 30, 2025, as presented. **(Attachment #6)**

RCV: Kemp, Riess, Rock, Yencha 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 #7)**

Motion by Nicholas Riess, seconded by Robert Yencha, to approve a maternity leave of absence, for employee #4316, effective on or about March 16, 2026 through September 14, 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: Kemp, Riess, Rock, Yencha and Graf all voting yes, motion carried.

Motion by Patrick Rock, seconded by Nicholas Riess, to accept with regret, the resignation for purposes of retirement of Ruth O'Cone, Brass Castle Teacher, effective June 30, 2026, as recommended by the Superintendent.

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

Motion by Robert Yencha, seconded by Edward Kemp, to accept with regret, the resignation for purposes of retirement of Peggy Edmiston, Transportation Coordinator, effective December 31, 2025, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Patrick Rock, to accept with regret, the resignation for purposes of retirement of Jean Flynn, School Business Administrator, effective June 30, 2026, as recommended by the Superintendent.

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

Motion by Robert Yencha, seconded by Edward Kemp, to approve Jennifer Crilly to provide Home Instruction for Student Local #16533923, up to 10 hours per week at the contracted rate, beginning October 22, 2025, with an end date to be determined, as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Robert Yencha, to approve the Professional Development Program, as recommended by the Superintendent.

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Heidi Kaiven	Librarian's Roundtable	\$0	October 13, 2025	-	-	-	-	-

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

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

Grade	Destination
6th	Warren Hills High School
3rd	Turtle Back Zoo
5th	DaVinci Science Center

Motion by Robert Yencha, seconded by Edward Kemp, to approve the following field trips for the 2026-2027 school year, as recommended by the Superintendent.

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

Grade	Destination
6th	YMCA Camp Bernie

Motion by Edward Kemp, seconded by Robert Yencha, to approve the following Personnel for the 2025-26 school year, upon completion of employment requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Katelyn Moscaritolo	Longterm Substitute Teacher (11/17/25 through 4/10/2026)	MA, Step 8 - \$66,665 (pro-rated)
Heather Campion	Longterm Substitute Teacher on or about 11/24/25 through 4/17/26	BA, Step 1 - \$54,565 (pro-rated)

Motion by Patrick Rock, seconded by Nicholas Riess, to accept with regret, the resignation for purposes of retirement of Heidi Kaiven, Media Specialist, effective June 30, 2026, as recommended by the Superintendent.

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

Motion by Robert Yencha, seconded by Edward Kemp, to accept with regret, the resignation of Jennifer Crilly, Teacher at Port Colden School, effective January 8, 2026, as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Robert Yencha, to approve the Wellness Program contract between InSite Health and WTSD for the 2025-26 school year, as recommended by the Superintendent.

RCV: Kemp, Yencha and Graf all voting yes, Riess and Rock abstained, motion carried.

**F. PRINCIPALS' REPORT (Attachment #8)**

**G. CORRESPONDENCE: (Attachment #9)**

- Email from Mikaela Meier
- Letter from Ruth O’Cone
- Letter from Peggy Edmiston
- Letter from Jean Flynn
- Letter from New Jersey American Water
- Copy of Pilot check from the Township of Washington
- Letter from Heidi Kaiven (handed out)
- Letter from Jennifer Crilly (handed out)
- Wellness Program Contract between InSite Health and WTSD (handed out)

**H. COMMITTEE REPORTS**

**Education:**

**Facilities:**

**Personnel:** *Meeting held on November 3, 2025, at 10:30am - Old School House*

**Finance & Policy:** *Meeting held on October 28, 2025, at 4:00pm between Board Members, Township Residents/Staff Members and Town Council Committee – Township Municipal Building (KG,KN,JF,SP and PR)*

**I. 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.)

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

Motion by Nicholas Riess, seconded by Edward Kemp, 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: 7:52pm

**(JM and MR left at 8:15pm)**

**(KN and JF left at 8:25pm)**

Motion by Nicholas Riess, seconded by Robert Yencha, to return to open session.

MV: unanimous, motion carried.

Time: 8:53pm

**(KN and JF returned at 8:53pm)**

Motion by Nicholas Riess, seconded by Robert Yencha, to affirm the Administration's decision in HIB case #PC100825, as recommended by the Superintendent.

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

Motion by Robert Yencha, seconded by Edward Kemp, to affirm the Administration's decision in HIB case #PC102225, as recommended by the Superintendent.

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

Motion by Nicholas Riess, seconded by Robert Yencha, to affirm the Administration's decision in HIB case #BC102225, as recommended by the Superintendent.

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

#### **K. ADJOURNMENT**

Motion by Nicholas Riess, seconded by Robert Yencha, to adjourn.

MV: unanimous, motion carried.

Time: 8:55pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary