

WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING

Monday, March 23, 2026

7:00 p.m.

Minutes of March 23, 2026

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 March 2, 2026, to the Clerk of Washington Township, posted on the district website and in both Brass Castle and Port Colden Schools.

Members in attendance: Amie Beyrent, Jasmine Francisco, Edward Kemp, Vice President, Jennifer Knittel, Robert Yench and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica McDonagh, Principal and Susan Wardell, Principal.

Members absent: Nicholas Riess

Flag Salute

Administering the Oath of Office to the newly elected Board Member.
(Newly appointed Board Member signs the Oath of Office)

1 Year Term - Amie Beyrent

Board Member will sign acknowledgement of receipt of File Code 9271.
(Please sign and return to the Board Secretary).

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the minutes and executive session minutes of February 9, 2026, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, Beyrent abstained, motion carried.

B. PRESENTATION

TEACHER OF THE YEAR

- ❖ Dawn Nisivoccia – Brass Castle School
- ❖ Christina Richardson – Port Colden School

EDUCATIONAL SERVICES PROFESSIONAL OF THE YEAR

- ❖ Nancy Krukowski – Brass Castle School
- ❖ Holly Lynch – Port Colden School

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 Reports, 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: Beyrent, Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the Bills List for February 2026. **(Attachment #4)**

MV: all voting yes, motion carried.

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the Board Secretary’s and Cash Reports for the month ending January 31, 2026, as presented. **(Attachment #5)**

RCV: Beyrent, Francisco, Kemp, Knittel, 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 #6)

Presentation: Proposed 2026-2027 Budget

~ Proposed 2026-2027 Budget to be submitted for review to the Warren County Department of Education~

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the 2026 IDEA Revision 2 (Revision 2 Preschool - to reallocate funds used for Preschool Physical Therapy Services to Part-time Instructional Paraprofessional to support Preschool IEP’s) as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Robert Yencha, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.

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

Grade	Destination
1st	Crayola Factory

Motion by Robert Yencha, seconded by Amie Beyrent, to approve the following personnel for the 2025-2026 school year, pending completion of employment requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Heather Campion	Longterm Substitute Teacher Nov. 24, 2025 through the last day of school (<i>extended</i>)	\$272.83 per diem
Amy Brown	Longterm Substitute Teacher March 10, 2026 through the last day of school	\$275.00 per diem

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the voluntary building transfer for Courtney Ward, to move from BC to PC, effective March 19, 2026 for the 2025-2026 school year, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Professional Development Programs, as recommended by the Superintendent.

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

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Susan Graham Rebecca Rader	Literacy Conference	\$99 ea.	March 27, 2026	-	-	-	-	-
Rachael Rhinehart	NJDOE: Crim. History & School Bus Safety	\$0	April 10, 2026	54.2	-	-	-	-
Rachael Rhinehart	NJSTS Northern Region Meeting	\$0	April 15, 2026	52	-	-	-	-

Motion by Edward Kemp, seconded by Robert Yencha, to approve the following clubs at *Port Colden School* for the 2025-2026 school year, as recommended by the Superintendent.

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

Club	Sponsor	Grade	# of Students	Season	Sessions
Board Game Club	Kupcha	2nd	12	Spring	8
Story & Craft Club	Kaiven	1 st & 2 nd	12	Spring	8

Motion by Robert Yencha, seconded by Amie Beyrent, to accept, with regret, the resignation of Veronica Hurst, Paraprofessional, effective March 6, 2026, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve an unpaid extended leave of absence for Employee #4254, effective on or about April 20, 2026, through the remainder of the 2025-26 school year, with a return date beginning the first day of the 2026-27 school year, as recommended by the Superintendent.

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

Motion by Amie Beyrent, seconded by Jasmine Francisco, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2026-2027 school year with an administrative cost of 5.0%, as recommended by the Superintendent. (**Attachment #7**)

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

Motion by Robert Yencha, seconded by Edward Kemp to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2026-2027 school year, with an administrative cost of 4.5%, as recommended by the Superintendent. **(Attachment #8)**

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

F. PRINCIPALS' REPORT (Attachment #9)

G. CORRESPONDENCE (Attachment #10)

- Email from Veronica Hurst

H. COMMITTEE REPORTS

Education:

Motion by Jasmine Francisco, seconded by Edward Kemp, to approve the school calendar for the 2026-2027 school year, as recommended by the Superintendent. **(Attachment #11)**

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

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the revision of the 2025-2026 school calendar to establish Friday, June 12, 2026, as the last day of school for students and staff, subject to adjustment as necessary to ensure compliance with state mandatory attendance requirements, as recommended by the Superintendent.

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

Facilities:

Motion by Jasmine Francisco, seconded by Edward Kemp, to award the Category 1 Services: IA/WAN 1G, to Comcast Business, as recommended by the Superintendent. (Note: contract was bid and awarded through E-rate **(Attachment #12)**)

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

Motion by Jasmine Francisco, seconded by Robert Yencha, to award the Category 2 Services: Access Points/SonicWall, to the JDM Group for \$63,727, as recommended by the Superintendent. (Note: contract was bid and awarded through E-rate **(Attachment #13)**)

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

Motion by Amie Beyrent, seconded by Jasmine Francisco, to award the Network IT Service Agreement (including Managed Internal Broadband Services), for the 2026-2027 school year, to the JDM Group, at \$51,816, (price reflects a 2.0% increase), as recommended by the Superintendent.

(Note: contract was awarded through E-rate)

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

Finance & Policy: *Meetings held on February 11th and March 18th @ 7pm at OSH*

Motion by Edward Kemp, seconded by Amie Beyrent, to adopt the proposed 2026-2027 school district budget to be submitted to the Executive County Superintendent of Schools for required review and approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6. **(Attachment #14)**

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

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for increased costs of health benefits in the amount of \$305,397. The additional funds will be used to pay additional increases in health benefit premiums.

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$90,000 for the Infrastructure Project to include new Access Points, and SonicWall.

BE IT RESOLVED that the tentative budget be approved for the 2026-2027 school year using the 2026-2027 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

General Fund	\$ 9,415,994
Special Revenue Fund	\$ 963,172
Total Base Budget	\$10,379,166
General Fund Tax Levy	\$ 8,338,992

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the submission of the 2026-2027 Preschool Education Aid (PEA) Budget Workbook and Narrative, as recommended by the Superintendent. **(Attachment #15)**

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

Personnel: *Paraprofessional negotiation meetings held on February 25th and March 11th at 4pm at the Brass Castle School*

Motion by Robert Yencha, seconded by Edward Kemp, to approve the stipend for District Communications and Website Coordinator to Stephanie Tohme, beginning March 5, 2026, through the remainder of the 2025-26 school year, with a stipend of \$2,500 (pro-rated), as recommended by the Superintendent.

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

Motion by Edward Kemp, seconded by Robert Yencha, to approve the stipend for Facilities Coordinator to Zaida Amon, beginning April 1, 2026, through the remainder of the 2025-26 school year, with a stipend of \$10,000 (pro-rated), as recommended by the Superintendent.

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

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. EXECUTIVE SESSION - if required as indicated in items a,b,c below:

Motion by Karen Graf, 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: 8:30pm

Motion by Edward Kemp, seconded by Jasmine Francisco, to return to open session.

MV: unanimous, motion carried. Time: 8:40pm

K. ADJOURNMENT

Motion by Jasmine Francisco, seconded by Amie Beyrent, to adjourn.

MV: unanimous, motion carried. Time: 8:41pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary