

WASHINGTON TOWNSHIP BOARD OF EDUCATION

District Re-Organization & Regular Meeting

Monday, May 11, 2026

7:07 p.m.

Minutes of May 11, 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 January 6, 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 and Jennifer Knittel. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica McDonagh, Principal and Susan Wardell, Principal.

Members absent: Nicholas Riess, Robert Yench and Karen Graf, President.

Flag Salute

Re-Organization Motions:

Motion by Jennifer Knittel, seconded by Amie Beyrent, to move the following motions for approval as recommended by the Superintendent. (a-ii):

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

- a. To adopt the following Mission Statement:
It is the mission of the Washington Township School District to provide a high-quality, comprehensive education that nurtures the whole child and prepares them for a lifetime of learning and success. We are committed to creating a safe, caring, and inclusive environment where every student is valued and respected. Through a rigorous, standards-based curriculum and innovative instructional practices, we strive to foster a love of learning and inspire our students to achieve their full potential. We believe in the importance of strong partnerships with families, community organizations and other stakeholders to promote student success and well-being.
- b. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.
- c. To establish the agenda for the 2026-2027 school year as follows: Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Cash Report, Superintendent Report, Principal's Report, Correspondence, Committee Reports: Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.
- d. To approve the Washington Township School District Job Description Manual.
- e. To approve the following finance appointments/re-appointments for the 2026-2027 school year.

Board Secretary	Eva Preuett
Custodian of Public Records	Eva Preuett
Title 9 Compliance Officer for Contracts	Eva Preuett
Flexible Spending Account Administrator	Eva Preuett
Public Agency Compliance Officer	Eva Preuett
Purchasing Agent	Eva Preuett

- f. To approve the following Education and Personnel appointments/re-appointments for the 2026-2027 school year.

504 Case Manager	Deborah Tierney
504 Coordinator Manager	Keith Neuhs
Accountability Officer/IDEA	Keith Neuhs
Accountability Officer/ESSA	Keith Neuhs
Affirmative Action Officer	Jessica McDonagh
AHERA Coordinator	Zaida Amon
Attendance Officer	Jessica McDonagh
Asbestos Management Officer	Zaida Amon
Bilingual/ESL Supervisor	Jessica McDonagh
Business Administrator/Board Sec.	Eva Preuett
Bus. Administrators Admin. Asst.	Jennifer Hikade
Character Education Coordinator	Deborah Tierney
Chemical Hygiene Officer	Zaida Amon
Children's Behavioral Health Liaison	Jennifer Borusovic
Civil Rights Officer	Keith Neuhs
Curriculum Coordinator	Susan Wardell
Division Of Child Protection & Permanency Liaison (District Rep.)	Keith Neuhs
Division Of Child Protection & Permanency Liaison (BC Rep.)	Susan Wardell
Division Of Child Protection & Permanency Liaison (PC Rep.)	Jessica McDonagh
District Testing Coordinator	Jessica McDonagh
Emergent Services	St. Luke's New Beginnings Pediatrics
ESSA Coordinator	Keith Neuhs
Facilities Coordinator	Zaida Amon
Facilities Supervisor	Eva Preuett
Harassment, Intimidation and Bullying Specialist	Jennifer Borusovic
Harassment, Intimidation and Bullying Coordinator	Deborah Tierney
HCS/Right to Know Contact	Zaida Amon
Health and Safety Designee	Zaida Amon
Indoor Air Quality Officer	Zaida Amon
Integrated Pest Management Sup.	Eva Preuett

Integrated Pest Management Coord.	Zaida Amon
McKinney-Vento/Homeless Liaison	Keith Neuhs
Nurse – Brass Castle School	Jacqueline Henderson
Nurse – Port Colden School	Sandra Dantzler
Preschool Coordinator	Susan Wardell
Principal – Brass Castle School	Susan Wardell
Principal – Port Colden School	Jessica McDonagh
Right to Know Coordinator	Zaida Amon
Right to Know Supervisor	Eva Preuett
School Safety Coordinator	Keith Neuhs
Substance Awareness Coordinator	Jennifer Borusovic
Substitute Caller	Rachael Rhinehart
Special Services Director	Keith Neuhs
Superintendent	Keith Neuhs
Superintendents Exec. Secretary	Jennifer Hikade
Technology Coordinator	Keith Neuhs
Technology Technician/Support	Mark Flumerfelt/JDM Group
Title I Director	Keith Neuhs
Title 9 Compliance Officer	Keith Neuhs
Transportation Coordinator	Rachael Rhinehart
Transportation Supervisor	Eva Preuett

- g. To appoint Jennifer Hikade, as acting Board Secretary, in the absence of the Board Secretary for the 2026-2027 school year.
- h. To approve Jennifer Hikade, as New Jersey Division of Pensions and Benefits Certifying Officer, and Eva Preuett, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- i. To approve the bid threshold at \$53,000 and quote threshold at \$7,950 as per 18A:18A-3.
- j. That First Hope Bank be used as a depository of school funds and PNC Bank for Cafeteria funds.
- k. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy.
- l. That the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary, be the authorized signatures for the following accounts: Student Activity, Port Colden Schoolhouse and SUI. Interest earned on Student Activity Account to be distributed proportionately to individual accounts.
- m. That checks for the operating account be signed by the President or alternate and the Board Secretary. Board President signature stamp to be used in accordance with Board Policy.
- n. The checks for payroll and agency be signed by the Board President or Vice-President in the absence of the President. Board President's signature stamp to be used in accordance with Board Policy.
- o. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- p. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Broker.
- q. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Broker.

- r. To appoint Ameriflex, as the Flexible Spending Broker of record.
- s. To designate the district's official website, located at <https://www.washtwpsd.org/board-of-education/>, as the official platform for legal notices. All notices pertaining to Board of Education meetings and legal advertising will be posted on the Board of Education webpage
- t. To appoint PlanConnect as our third-party administrator for our 403(b) Plan.
- u. To approve the following 403b Plan Investor Providers for the 2026-2027 school year.

FTJ Fund Source	Security Benefit
Lincoln Investments	The Legend Group
Oppenheimer	

- v. To approve the following 403b Plan Financial Advisors for the 2026-2027 school year.

Jeffrey Febbo	Patrick O'Keefe
Stephen Frazer	Jonathan H. Peck

- w. To approve the following Disability Insurance Plans.

Prudential Insurance – Teachers, Administrators and Support Staff
The Hartford – Administrators, Support Staff

- x. To authorize the Superintendent to dispose of equipment.
- y. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15th of the month or to secure a discount if paid within a certain time period and to adopt the 25th of the month to be the cutoff date for receiving bills for the payment of the next months' bills.
- z. To designate the Superintendent to approve budget line-item transfers between Board Meetings to be ratified by the Board at their regular meeting regular meeting as per N.J.S.A.18A:22-8.1.
- aa. To approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts and Cooperative Purchasing Programs, for the 2026-2027 school year.
- bb. To approve the Washington Township Pest Management Plan.
- cc. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.
- dd. To set the substitute rates for the 2026-2027 school year as listed.

POSITION	RATE
Clerical	\$16.50 an hour
Custodian	\$16.50 an hour
Paraprofessional	\$120.00 per diem
Nurse	\$200.00 per diem
Teacher	\$120.00 per diem

- ee. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
- ff. To approve the following tuition rates for the 2026-2027 school year.

Pre-School/Kindergarten	\$15,330
Grades 1-5	\$16,325
Grade 6	\$17,763

LLD	\$29,640
MD	\$28,817
ERI	\$30,200

- gg. To approve the following resolution; WHEREAS, the Board approves a direct deposit program, compliance by an employee shall be mandatory. The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14 all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required on N.J.A.C 6A:23A-5.7 and Policy 6510. NOW THEREFORE, BE IT RESOLVED, that the mandatory direct deposit program will be continued for the 2026-2027 school year.
- hh. To approve the Marzano Teacher Evaluation Model, for teacher evaluations for the 2026-2027 school year.
- ii. To approve the AchieveNJ Principal and Asst./Vice Principal Evaluation Model, for principal evaluations, for the 2026-2027 school year.

Motion by Amie Beyrent, seconded by Jennifer Knittel, to move the following motions for approval as recommended by the Superintendent. (jj-II):

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

- jj. To approve the adoption of the 2026-2027 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs.
- kk. To adopt the Washington Township School District Policy and Regulations manuals. *(In the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)*
- ll. To approve the Book and Media List for the 2026-2027 school year, as recommended by the Superintendent. **(Attachment #7)**

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the minutes and executive session minutes of April 27, 2026, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, motion carried.

B. PUBLIC QUESTIONS AND DISCUSSION: (Agenda items) **NONE**

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

C. SECRETARY'S REPORT:

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the Student Activity and Cafeteria Report, as presented. **(Attachment #2)**

MV: all voting yes, motion carried.

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

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

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

MV: all voting yes, motion carried.

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

RCV: Beyrent, Francisco, Kemp and Knittel 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.

D. SUPERINTENDENT'S REPORT: (Attachment #6)

Motion by Jasmine Francisco, seconded by Amie Beyrent, to approve the following Independent Therapists for the 2026-27 school year, as recommended by the Superintendent.

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

Bonnie Adamski	Home ABA Therapist/Teacher	\$70.00 hr.
Michele DeSanto	Avalon Therapy, LLC	\$101.00 hr.

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the healthcare staffing agreement between the Washington Township Board of Education and Best Choice Home Care, LLC to provide substitute school nursing, for the 2026-27 school year, at the following rates as recommended by the Superintendent. **(Attachment #8)**

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

~ \$74.00 per hour for services rendered by a **RN** or **LPN**

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the Memorandum of Agreement, between Warren County Special Services School District and Washington Township School District, to provide as needed services, as per rate sheet, effective July 1, 2026 – June 30, 2027 with an administrative cost of 6%, as recommended by the Superintendent. **(Attachment #9)**

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

Motion by Amie Beyrent, seconded by Jennifer Knittel, to approve the professional service agreement with Delta T Group North Jersey Inc. to provide Educational Services for the 2026-2027 school year, as recommended by the Superintendent. **(Attachment #10)**

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

Motion by Jasmine Francisco, seconded by Amie Beyrent, to approve the service agreement with Precision Human Resource Solutions, Inc. to provide Custodial Services for the 2026-2027 school year, as recommended by the Superintendent. **(Attachment #11)**

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

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to approve the 2026-2027 Independent Evaluators and Reasonable Rates, as recommended by the Superintendent. **(Attachment #12)**

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

Motion by Amie Beyrent, seconded by Jennifer Knittel, to approve PL2015, as recommended by the Superintendent. **(Attachment #13)**

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

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

Motion by Jasmine Francisco, seconded by Amie Beyrent, to award the following contracts without competitive bidding as professional services, for the 2026-2027 school year, pursuant to N.J.S.A. 18A:18A-5a(1), as recommended by the Superintendent.

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

SERVICE	AWARDED TO
Applied Behavioral Analysis (ABA) Home Services	Bonnie Adamski
Architect	Gianforaro, Architects/Engineers
Auditor	Anthony Ardito & Co., LLP
Board Attorney	Scarinci & Hollenbeck
Data Warehousing/Assessment Analytics	Curriculum Associates
Historical Grant Writer	Eclectic Architecture, LLC
Physical Therapy	Michele DeSanto – Avalon Therapy, LLC
School Physician	St. Luke's New Beginnings Pediatrics - Dr. Charles Evans III, MD
Student Information System	Oncourse Systems

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve R&L Data Centers, Inc., 2026-2027 payroll and related services agreement, as recommended by the Superintendent.

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

Per Payroll Charge	\$441.00
Additional Payroll Charge	\$441.00 (fixed cost)
W-2 Preparation & Filing Costs	\$150.00 plus \$8.50 per W-2 or 1099 prepared

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the following Personnel for the 2025-2026 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Jennifer Erbe	Substitute	Daily Rate

Motion by Jasmine Francisco, seconded by Amie Beyrent, to approve the submission of the 2026 ESEA Revision 1 (Revision 1 Title IA and IIA reallocation funds for BSI Salary vs Benefit and Professional Development) as recommended by the Superintendent.

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

E. PRINCIPALS' REPORT (Attachment #14)

F. COMMITTEE REPORTS

Education:

Facilities: *Bus Evacuation Drills were held at both Brass Castle and Port Colden Schools on April 29, 2026*

Motion by Amie Beyrent, seconded by Jasmine Francisco, to approve the shared services agreement to provide Coordination of Transportation Services to Warren Hills Regional School District from July 1, 2026 – June 30, 2027, for the sum of \$88,787 as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to accept the following Request for Proposal for Tree Pruning and Removal services for 9 trees at Port Colden, as recommended by the Superintendent.

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

Contractor	Tree Services	Remove
Spanner Tree & Shrub Care, Inc.	\$ 5,700	No Quote
Suyker Tree Care LLC	\$ 5,200	\$ 1,000

Motion by Jasmine Francisco, seconded by Amie Beyrent, to award the contract to Suyker Tree Care LLC Tree Pruning and Removal services for 9 trees at Port Colden for \$5,200, as recommended by the Superintendent.

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

Finance & Policy:

Personnel:

G. 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.)

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

Motion by Jasmine Francisco, seconded by Amie Beyrent, 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: 7:35pm

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to return to open session.

MV: unanimous, motion carried.

Time: 7:51pm

I. ADJOURNMENT

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

MV: unanimous, motion carried.

Time: 7:54pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary