

WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING

Monday, August 11, 2025

7:03 p.m.

Minutes of August 11, 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: Jasmine Francisco, Edward Kemp, Jennifer Knittel, Nicholas Riess and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator, Jessica McDonagh, Principal and Nathanya Simon, Board Attorney.

Members absent: Patrick Rock and Robert Yencha

Flag Salute

B. EXECUTIVE SESSION - if required as indicated in items **b,c,h,j** 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: 7:05pm

Motion by Nicholas Riess, seconded by Edward Kemp, to return to open session.

MV: unanimous, motion carried.

Time: 9:27pm

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the minutes and executive session minutes of July 17, 2025, as presented. **(Attachment #1 & #1a)**

MV: all voting yes, Riess abstained motion carried.

C. 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 January 1, 2025, to June 30, 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

3 - HIB Investigations

As reported to the Department of Education, there were zero incidents of violence, vandalism, weapons, and substance abuse during the 2024-2025 school year for the period ending June 30, 2025.

There were three confirmed HIB during the 2024-2025 school year for the period ending June 30, 2025.

Motion by Jennifer Knittel, seconded by Edward Kemp, to accept the Bi-Annual Student Safety Data Report, dated June 30, 2025, as recommended by the Superintendent. **(Attachment #2)**

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

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

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

E. SECRETARY'S REPORT:

Motion by Edward Kemp, seconded by Nicholas Riess, to approve the Student Activity and Cafeteria Report for the month ending June 30, 2025, as presented. **(Attachment #3)**

MV: all voting yes, motion carried.

Motion by Nicholas Riess, seconded by Jasmine Francisco, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #4)**

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Bills List for July 2025.

(Attachment #5)

MV: all voting yes, motion carried.

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

RCV: Francisco, Kemp, Knittel, Riess 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.

F. SUPERINTENDENT’S REPORT: (Attachment #7)

- Discussion – Board / District Goals ~ TABLED~

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the following personnel for the 2025-2026 school year, pending completion of employment requirements, as recommended by the Superintendent.

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

Employee	Position	Salary/Rate/Per Diem
Shannon Laykin	ASL/Teacher	BA, Step 2 - \$54,690*
Katelyn Moscaritolo	Long Term Substitute	MA, Step 8 - \$65,165*
Katherine Astuni	Paraprofessional	Step 5, Specialized Skill - \$19.50
Dawn Gaimo	Paraprofessional	Step 1 - \$16.75
Joshua Dunlap	Summer Custodian	\$15.50 hr.
Nicole Musso	Substitute	Daily Rate

*Salary to be adjusted upon the ratified WTEA negotiated contract

Motion by Nicholas Riess, seconded by Jennifer Knittel, to approve a change in preparation classification, for Nicole Smith, from MA, Step 15 to MA+15, Step 15 (salary to be adjusted upon the ratified WTEA negotiated contract, transcripts on file), effective 2025-2026 school year, as recommended by the Superintendent.

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

Motion by Jasmine Francisco, seconded by Nicholas Riess, to accept with regret, the resignation of Megan Ordemann, ASL/Teacher, and waive the 60-day notice clause in contract, without setting precedence, effective August 1, 2025, as recommended by the Superintendent.

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

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the FY26 ESEA Grant application as recommended by the Superintendent.

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

Title I -A	\$50,230
Title II - A	\$ 9,075
Title III	\$ 323 *
Title IV	\$10,000
Total	\$69,628

* District rejects Title III funding as grant requires minimum \$10,000 allocation

G. PRINCIPALS' REPORT (Attachment #8)

H. CORRESPONDENCE: (Attachment #9)

- Letter from Megan Ordemann
- Letter from the Warren County Department of Education

I. COMMITTEE REPORTS

Education:

Facilities:

Motion by Nicholas Riess, seconded by Edward Kemp, to approve the bus routes for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #10)**

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

Personnel: *Negotiation Meeting held on July 21, 2025 @ 11:00am – Brass Castle School*

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the negotiated agreement between the Washington Township Board of Education and the Washington Township Education Association, beginning July 1, 2025, and ending on June 30, 2028, as recommended by the Negotiation's Committee and the Superintendent. **(Attachment #11)**

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

Motion by Jasmine Francisco, seconded by Jennifer Knittel, to approve the settlement agreement between the Washington Township Board of Education and the Washington Township Education Association dated August 11, 2025. **(Attachment #11)**

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

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve a leave of absence utilizing FMLA for Employee #4206 from August 25, 2025, through November 14, 2025.

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

Motion by Jasmine Francisco, seconded by Nicholas Riess, to approve the job description for a Preschool Support Coordinator, who will serve as a liaison between the regular education preschool families and the district, as recommended by the Superintendent. **(Attachment #12)**

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

Finance & Policy:

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the second reading and adoption of Policy Alert 234 as recommended by the Superintendent. **(Attachment #13)**

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

- P 5512 Harassment, Intimidation, or Bullying
- P&R 5516 Use of Electronic Communication Devices
- P&R 5533 Student Smoking
- P 5701 Academic Integrity
- P 5710 Student Grievance
- P&R 7441 Electronic Surveillance in School Buildings and on School Grounds
- P&R 9320 Cooperation with Law Enforcement Agencies

J. 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.)

K. EXECUTIVE SESSION - if required as indicated in items _____ below: **NONE**

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.

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MV: _____ Time: _____

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

MV: _____ Time: _____

L. ADJOURNMENT

Motion by Jasmine Francisco, seconded by Nicholas Riess, to adjourn.

MV: unanimous, motion carried.

Time: 9:48pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary