

**WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING**

Monday, September 8, 2025

7:00 p.m.

A. AGENDA:

1. Call to order by President. Time: _____

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.

2. Roll Call:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Present							

3. Flag Salute

4. Motion by _____, seconded by _____, to approve the minutes and executive session minutes of August 11, 2025, as presented. **(Attachment #1 & #1a)**

MV:

B. PUBLIC QUESTIONS AND DISCUSSION: (Agenda items)

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

C. SECRETARY'S REPORT:

5. Motion by _____, seconded by _____, to approve the Student Activity Report for the month ending July 31, 2025, as presented. **(Attachment #2)**

MV:

6. Motion by _____, seconded by _____, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

7. Motion by _____, seconded by _____, to approve the Bills List for August 2025.
(Attachment #4)

MV:

8. Motion by _____, seconded by _____, to approve the Board Secretary’s and Cash Reports for the month ending July 31, 2025, as presented. **(Attachment #5)**

RCV:

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.

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

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

- Discussion – Board/District Goals **(Attachment)**

9. Motion by _____, seconded by _____, to approve teacher’s salaries, as per the 2025-2027, Negotiated Agreement between the Washington Township Board of Education and the Washington Township Education Association, effective July 1, 2025, as recommended by the Negotiation’s Committee and the Superintendent. **(Attachment #7)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

10. Motion by _____, seconded by _____, to approve Erin Karl as the Preschool Support Coordinator for the 2025-26 school year at a stipend of \$4,000.00, to be funded through Preschool Aid, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

11. Motion by _____, seconded by _____, to approve the following teachers as *formal* mentors for the 2025-26 school year, as recommended by the Superintendent.

RCV:

FORMAL MENTOR	STAFF MEMBER
Anissa Mikitiuk	Summer Sozanski
Jennifer Kruger	Sabrina Emmolo
Dawn Nisivoccia	Shannon Tubman
Heidi Kaiven	Shannon Laykin

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to approve the following teachers as *informal* mentors for the 2025-26 school year, as recommended by the Superintendent.

RCV:

INFORMAL MENTOR	STAFF MEMBER
Jacqueline Henderson	Sandra Dantzler
Susan Graham	Tiffany Miller

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

13. Motion by _____, seconded by _____, to accept, with regret, the resignation of Dr. Jessica Garcia, Principal/Director of Child Study Team, submitted August 21, 2025, with an effective date to be determined, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve Daniel Cullen, Student at Centenary College, to complete an LDTC Certification as part of his course requirements, shadowing Rebecca Whalen, LDTC at Port Colden and Brass Castle Schools, 1-2 days beginning in the Fall 2025, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

15. Motion by _____ seconded by _____, be it resolved that the Board of Education approves the use of district certificated staff to provide home instruction to students on an as-needed basis, in accordance with district policies and New Jersey Department of Education guidelines, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve Susan Graham to provide Home Instruction for Student Local #15489602, up to 10 hours weekly, at the contracted rate, beginning September 4, 2025, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to approve Christine Drevitch to provide intermittent Home Instruction for Student Local #14533390, up to 9 hours weekly, at the contracted rate, beginning August 27, 2025, through June 15, 2026, following the district calendar, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

18. Motion by _____, seconded by _____, to approve Lisa Galoppo to provide intermittent Home Instruction for Student Local #14533390, up to 1 hour weekly, at the contracted rate, beginning August 27, 2025, through June 15, 2026, following the district calendar, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

19. Motion by _____, seconded by _____, to approve the following staff to be on the District Threat Assessment Team for the 2025-26 school year, as recommended by the Superintendent.

RCV:

Staff Member
Keith Neuhs, Superintendent
Jessica Garcia, BC Principal/District CST Director
Jessica McDonagh, PC Principal
Deb Tierney, Guidance Counselor/Assessor
Jenn Borusovic, School Psychologist/Assessor
Erin Karl, School Social Worker/Assessor
Dawn Nisivoccia, BC Teacher
Kara Cruts, PC Teacher
Jim Hikade, BC School Resource Officer
Vinny Torre, PC School Resource Officer

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to recognize that the following staff members have successfully completed Crisis Prevention Institute (CPI) De-escalation Training for the 2025-26 school year, as recommended by the Superintendent.

RCV:

Certified Staff		Non-Certified Staff
Baxendale, Dawn	Mikitiuk, Anissa	Anema, Rebecca
Bettenhausen, Sarah	Miller, Tiffany	Astuni, Katherine
Borusovic, Jennifer	Mitch, Joanne	Bitecola, Janeen
Borusovic, Robert	Neuhs, Keith	Daniel, Cindy
Campagna, Nicole	Nisivoccia, Dawn	Dicksen, Denise
Carney, Kelly	O’Cone, Ruth	Faitoute, Katie
Catania, Jessica	Pare, Joan	Gaimo, Dawn
Concato, Deanna	Paruta, Stacie	Hepp, Jeanne
Crilly, Jennifer	Patamia, Melissa	Hurst, Veronica
Cruts, Kara	Peterson, Susan	Krukowski, Nancy
Dantzler, Sandra	Rader, Rebecca	Lynch, Holly
Dimitriou, Christopher	Renner, Gina	Mecca, Sherri
Drevitch, Christine	Richardson, Christina	Morea, Colleen
Ferrara, Katherine	Romel, Patricia	Nolan, Jeanette (agency)
Galoppo, Lisa	Rusnak, Andrew	Pereira, Alison (agency)
Garcia, Jessica	Schepis, Thomas	Pierson, Barb

Graham, Susan	Scism, Steve	Schulte, Ann Marie
Hawk, Laura	Smith, Nicole	Seiz, Renee
Henderson, Jacqueline	Smith, Toni	Smith, Barbara
Kaiven, Heidi	Soles, Kaleigh	Standish, Antoinette
Karl, Erin	Sozanski, Summer	Ward, Courtney
Kerner, Heather	Tierney, Deb	
Kruger, Jennifer	Ward, Melanie	
Kupcha, Amybeth	Whalen, Rebecca	
Mahon, Michele	Wilhelm, Shannon	
Margolin, Raphael	Wyke, Jesse	
McDonagh, Jessica		
Meier, Mikaela		Adamski, Bonnie (contractor)

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to approve the following staff members on the Code Blue Team at Brass Castle School for the 2025-26 school year, as per the Superintendent.

RCV:

Staff Member
Jessica Garcia, BC Principal
Jacqueline Henderson, School Nurse - CPR Trained
Christine Drevitch – CPR Trained
Christopher Dimitriou – CPR Trained
Deb Tierney – CPR Trained
Jessica Catania – CPR Trained
Melanie Plenge – CPR Trained
Steve Scism – CPR Trained
Shannon Wilhelm – CPR Trained
Susan Peterson – CPR Trained
Denise Dickson – CPR Trained
Stacie Paruta – CPR Trained

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

22. Motion by _____, seconded by _____, to approve the following *Brass Castle Volunteers* to be Delegates for the 2025-26 school year, as recommended by the Superintendent.

RCV:

Staff Member	EpiPen	Valtoco
Jessica Catania	X	
Chris Dimitriou	X	X
Christine Drevitch	X	
Jessica Garcia	X	X
Keith Neuhs	X	X
Joan Pare	X	
Stacie Paruta	X	
Tom Schepis	X	
Steve Scism	X	
Shannon Wilhelm	X	

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to approve the following clubs at *Brass Castle School* for the 2025-2026 school year, as recommended by the Superintendent.

RCV:

Club	Sponsor	Grade	# of Students	Season	Sessions
Archery Club	Scism	5-6	20	Winter - Spring	32
BC Blue & White Band	Schepis	6	20	Fall - Spring	30
BC Panther Band	Schepis	5	35	Winter - Spring	16
Boys Running Club	Scism	5-6	20	Spring	16
Chess Club	Drevitch	4-6	20	Winter - Spring	20
Chorus Club	Schepis	5-6	40	Fall - Spring	30
Crafts & Games	Wilhelm	K	30	Winter	8
Homework Club	TBD	4-6	5-10	Fall - Spring	80-100
Inspire Ed. Movie Club	Dimitriou	5-6	20	Winter	16
Robotics Club	Drevitch	4-6	4-12	Spring	16
Robotics Team	Drevitch	6	12	Fall	35
Senior Program	Carney/Pierson	6	20	Fall - Spring	4-6
Sports Club	Scism	4	20	Fall	6

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

24. Motion by _____, seconded by _____, to approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent.

RCV:

Grade	Destination
K	Von Thun Farm
5 th & 6 th Music Performances	Hawk Pointe Golf Club

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

25. Motion by _____, seconded by _____, to approve the professional service agreement with Delta T Group North Jersey Inc. to provide Educational Services for the 2025/2026 school year, as recommended by the Superintendent. **(Attachment #8)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Jasmine Francisco	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

E. PRINCIPALS' REPORT (Attachment #9)

F. CORRESPONDENCE: (Attachment #10)

- Letter from Dr. Jessica Garcia

G. COMMITTEE REPORTS

Education:

Facilities:

Personnel:

Finance & Policy:

26. Motion by _____, seconded by _____, to approve Players Health, to provide voluntary Student Accident Insurance for the 2025-2026 school year as follows, as recommended by the Superintendent.

RCV:

COVERAGE OPTIONS	PREMIER PLAN	ECONOMY PLAN
At School Grades PK-12	\$ 71.00	\$ 64.00
24 Hour Coverage excluding Interscholastic Football	\$ 243.00	\$221.00

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha	Karen Graf
Yes							
No							
Abstain							

H. 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.)

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

27. 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.

- 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: _____ Time: _____

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

MV: _____ Time: _____

J. ADJOURNMENT

29. Motion by _____, seconded by _____, to adjourn.

MV: _____ Time: _____