

**Washington Borough Board of Education  
March 13, 2017**

The Washington Borough Board of Education convened in regular session at 7:30 P.M. on Monday, March 13, 2017 at the Memorial School. The meeting was called to order by the President; Mr. Reyes in compliance with Chapter 231, laws of 1975, the notice of this meeting was advertised in the Express Times and the Star Ledger. Copies of the agenda of this meeting were appropriately posted and made available for the public, said notice posted in the Washington Borough Municipal Building. The meeting was held for the purpose of transacting appropriate Board business.

**The following members were present:**

- Mr. Reyes
- Mrs. Vitalos
- Mr. Howley
- Mrs. Eller
- Mrs. Dufner
- Mrs. Moore
- Mrs. Wydner
- Mr. Hartl

**The following members were absent:**

- Mrs. Andreula

**Also Present:**

- Lance S. Rozsa, Superintendent
- Jackie Nassry
- Earl Jenkins
- Tim Mantz
- Florence Dolobach

**Public Present: Mrs. Kaspereen, Mrs. Feller, Mrs. Koeppen & Parents**

**FLAG SALUTE** –Mr. Reyes (Start 7:31 P.M.)

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**APPROVAL OF MINUTES – Regular Meeting – February 13, 2017**

Motion introduced by Mrs. Eller and seconded by Mr. Howley granting approval of the Regular Minutes on February 13, 2017.

**Motion carried by voice vote all voting affirmative, with Mrs. Vitalos abstaining.**

**APPROVAL OF MINUTES – Special Meeting – March 6, 2017**

Motion introduced by Mrs. Eller and seconded by Mr. Howley granting approval of the Reorganization Meeting Minutes on March 6, 2017.

**Motion carried by voice vote all voting affirmative, with Mrs. Moore abstaining.**

**APPROVAL OF MINUTES – Executive Session – March 6, 2017**

Motion introduced by Mrs. Wydner and seconded by Mr. Vitalos granting approval of the Executive Session on March 6, 2017.

**Motion carried by voice vote all voting affirmative, with Mrs. Moore abstaining.**

**CORRESPONDENCE**-updated BOE list

**PUBLIC PARTICIPATION** – Mrs. Kaspereen updated the board on the WEA activities and sponsorships.

**A. BUILDING LEVEL – (Memorial, Taylor)**

**B. CURRICULUM / TECHNOLOGY**

- An administration update on the 2/16, 21/17 N.J.Q.S.A.C. visit and assessment.

**C. CO-CURRICULAR / ACTIVITIES**

- Updates as needed regarding our ongoing 2016-2017 Co-Curricular Activities and Clubs (enrollment/special functions/After Care) (Mr. Rozsa)

**D. FINANCE / BUDGET**

**1a.** Motion made by Mr. Reyes and seconded by Mrs. Wydner to approve, on the recommendation of the Superintendent of Schools, the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of February, 2017, and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of February 28, 2017, after review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account has been over expended in violation of NJAC 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Motion carried by unanimous roll call vote.**

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**1b.** Discussion, as needed followed by a motion made by Mrs. Dufner and seconded by Mr. Howley of consent per items: food service and regular account bills; health office updates; compliance with N.J.A.C. 6:20-F.213; budgetary transfers; N.C.L.B. Regular and N.C.L.B. General Assurances; and any and all debt service transactions.

**Motion carried by unanimous roll call vote.**

**2.** Motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve our continued participation in the 2017-2018 New Jersey Child Assault Prevention Program which includes a minimum district contribution of 30% toward the total cost of implementation.

**Motion carried by unanimous roll call vote.**

**3.** Motion made by Mr. Hartl and seconded by Mr. Howley to approve the tentative 2017-2018 school district budget as follows;

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	Budget	Local Tax Levy
General Fund	\$8,228,820	\$4,797,926
Special Revenue Fund	258,810	
Debt Service Fund	<u>196,488</u>	<u>166,488</u>
Total Base Budget	\$8,684,118	\$4,964,414

BE IT FURTHER RESOLVED, that a public hearing be held on April 24, 2017 at the Memorial School for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

WHEREAS, the Washington Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board

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approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2(b), to a maximum expenditure of \$25,000 for all staff and board members.

**Motion carried by unanimous roll call vote.**

**E. LEGAL / LEGISLATIVE ISSUES**

**F. PERSONNEL**

1. Comprehensive motion made by Mr. Howley and seconded by Mrs. Vitalos– both retroactive and standard approving the enclosed list of workshops for staff from Tuesday, September 6 through those listed on the attachment that includes staff members’ names, said workshop name with location, dates of workshop, cost of workshop and mileage as applicable.

**Motion carried by unanimous roll call vote.**

2. Motion made by Mrs. Moore and seconded by Mrs. Eller to appoint Mrs. Sherry N. Koeppen as the new Taylor Street School Principal/Supervisor of Child Study Team effective August 1, 2017.

**Motion carried by unanimous roll call vote.**

3. Motion made by Mrs. Vitalos and seconded by Mrs. Eller to advertise for Summer Seasonal Custodial Personnel (approximately mid-May 2017 through the end of August 2017).

**Motion carried by unanimous roll call vote.**

4. Motion made by Mrs. Wydner and seconded by Mrs. Vitalos to approve a maternity leave request of Mrs. Christine Voris spanning the 2017-2018 school year.

**Motion carried by unanimous roll call vote.**

5. Motion made by Mr. Reyes and seconded by Mrs. Wydner to Mrs. Kelly Jones’ request to return to full-time employment as our K-12 Art Teacher effective September 1, 2017.

**Motion carried by unanimous roll call vote.**

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6. Administration presentation of the possibility of shifting priorities away from our part-time Art position to a part-time Music position followed by a motion made by Mrs. Dufner and seconded by Mrs. Vitalos to advertise for same.

**Motion carried by unanimous roll call vote.**

7. Brief comment by the Superintendent of Schools on our projected 2017 Summer School programs – specifically the Enrichment Program that for this Summer, 2017 will have three or four components – i.e. Environmental Education, Physical Education, Puppetry, and Science.

**G. PLANT**

Motion made by Mrs. Eller and seconded by Mrs. Wydner to approve a Memorandum of Understanding (MOU) (for GXP – i.e. Advanced Geospatial Mapping) between the Warren County Prosecutor's Office and participating Warren County Public School Districts on Schedule A.

**Motion carried by unanimous roll call vote.**

**H. SPECIAL EDUCATION / OTHER INFORMATION**

1. Motion made by Mr. Hartl and seconded by Mrs. Wydner to accept comprehensive (student and) staff attendance data (with all fire drill reports, *if applicable*) for the month of February, 2017.

**Motion carried by unanimous roll call vote.**

2. Motion made by Mr. Howley and seconded by Mrs. Eller to approve the semi-final 2017-2018 District-Wide List Calendar.

**Motion carried by unanimous roll call vote.**

3. Motion made by Mrs. Moore and seconded by Mrs. Vitalos to move what would normally be our regularly scheduled 4/10/17 Board of Education meeting to 4/24/17 and include our annual Budget Hearing as an inherent part of that agenda.

**Motion carried by unanimous roll call vote.**

**•SUPERVISOR OF INSTRUCTION'S REPORT – Curriculum & Instruction** - Memorial School (Mr. E. Jenkins) Today staff training for PARCC/PARCC starting March 27<sup>th</sup> for 5<sup>th</sup> graders/Thinking Cap Quiz bowl went well.

**•PRINCIPAL'S REPORT** – Taylor Street School (Mrs. J. Nassry) PTO Healthy Foods Club/ Keystone Blood drive at Taylor/6<sup>th</sup> grade All-Star ban with 6 students participating/ 47 Pre-registered Kindergartens for next September.

**•SUPERINTENDENT/PRINCIPAL'S REPORT** – District (Mr. L. Rozsa) School will be closed tomorrow due to snow storm. Depending on snow days we will see about taking spring break days away.

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•**EXECUTIVE REPORT** (District-wide, discussion, as necessary) **N/A**

**Adjournment**

At 7:59 P.M motion was introduced by Mrs. Vitalos and seconded by Mrs. Eller granting approval to adjourn the meeting.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Tim Mantz  
Business Administrator