

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

The Washington Borough Board of Education convened in regular session at 7:30 P.M. on Monday, November 13, 2017 at the Memorial School. The meeting was called to order by the Business Administrator; Mr. Mantz 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:

- Mrs. Vitalos
- Mr. Howley
- Mrs. Eller
- Mrs. Dufner
- Mrs. Moore

The following members were absent:

- Mr. Reyes, Mrs. Andreula , Mr. Hartl, Mrs. Wydner

Also Present:

- Mrs. Jackie Nassry, Superintendent
- Mrs. Sherry Koeppen, Principal
- Mr. Earl Jenkins
- Mr. Tim Mantz
- Mrs. Florence Dolobach

Public Present: Mrs. Ann Kaspereen, Mrs. Ledwith, Parents

FLAG SALUTE –Mr. Mantz (Start at 7:35 P.M.)

ROLL CALL – Mr. Mantz

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APPROVAL OF MINUTES – Regular Meeting – October 9, 2017

Motion made by Mrs. Vitalos and seconded by Mrs. Eller granting approval of the Regular Minutes on October 9, 2017.

Motion carried by voice vote all voting affirmative, with Mr. Howley abstaining.

APPROVAL OF MINUTES – Executive Meeting – October 9, 2017

Motion made by Mrs. Vitalos and seconded by Mrs. Eller granting approval of the Executive Minutes on October 9, 2017.

Motion carried by voice vote all voting affirmative, with Mr. Howley abstaining.

CORRESPONDENCE

PUBLIC PARTICIPATION – Mrs. Kaspereen said that there was a good turnout for parent/teacher conferences and that the WEA has approved several grants such as the Storytime and Hot cocoa event.

A. BUILDING LEVEL – (Memorial, Taylor)

B. CURRICULUM / TECHNOLOGY

C. CO-CURRICULAR / ACTIVITIES

- Update of current Title IV Extra Curricular Activities

D. FINANCE / BUDGET

1a. Motion made by Mrs. Eller and seconded by Mrs. Vitalos 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 October, 2017, and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of October 31, 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.

2. Discussion, as needed followed by a motion made by Mrs. Dufner and seconded by Mrs. Eller 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.

3. Motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve supplementing approximately 70% of the 2017-18 base salaries of Brian Butler (\$79,415) and Linda Feller (\$79,415) with No Child Left Behind Title I Funds.

Motion carried by unanimous roll call vote.

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4. Motion made by Mr. Howley and seconded by Mrs. Eller to approve supplementing approximately 20% of the 2017-18 base salaries of Sherry Dell Elba (\$76,710) with No Child Left Behind Title IIA Funds.

Motion carried by unanimous roll call vote.

5. ~~Motion to approve supplementing approximately 100% of the 2017-2018 base salaries of Christina Howley (\$24,496), Cathy Opdyke (\$25,728) and Ellen Wildrick (\$25,728) with IDEA Basic Funds.~~

Tabled until next board meeting

6. Motion made by Mrs. Moore and seconded by Mr. Howley to accept the Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report on Administrative Findings for the Year Ending June 30, 2017 and order that a copy be filed in the Business Office and with the New Jersey Department of Education.

To acknowledge that there were no audit recommendations under the following headings and to approve the corrective action plan.

Audit for Year Ending June 30, 2017

Schedule of findings of Non-Compliance None

Summary of Recommendations

1. Administrative Practices and Procedures	None
2. Financial Accounting and Reporting	None
3. School Purchasing Programs	None
4. School Food Service	None
5. Student Body Activities	None
6. Applications for State School Aid	None
7. Pupil Transportation	None
8. Facilities and Capital Assets	None
9. Miscellaneous	None
10. Follow-up on prior year findings	None

Motion carried by unanimous roll call vote.

7. Motion made by Mrs. Vitalos and seconded by Mrs. Eller to authorize the district purchasing agent to make purchase of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing the following vendor:

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract</u>
Vehicles, Trucks, Class 2, Pickup/Utility, with Snow Plow Option	Beyer Ford LLC	A88727

Motion carried by unanimous roll call vote.

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8. Motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve the acceptance of the New Jersey Schools Insurance Group grant in the amount of \$3900.00
Motion carried by unanimous roll call vote.

E. LEGAL / LEGISLATIVE ISSUES

- Motion made by Mrs. Moore and seconded by Mrs. Howley to approve our annual memorandum of Agreement between Education and (Local) Law Enforcement.
Motion carried by unanimous roll call vote.

F. PERSONNEL

1. Comprehensive motion made by Mrs. Dufner and seconded by Mrs. Eller – both retroactive and standard approving the enclosed list of workshops for staff from Tuesday, September 5 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.

WORKSHOP REQUESTS FOR NOVEMBER 2017 BOE Meeting

<u>DATE</u>	<u>NAME</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>COST</u>
10/18/2017	Rebecca Snyder	Warren County Tech. Coord. Meeting	Harmony, NJ	Mileage
10/11/2017	Kelly Jones	Warren County Art Articulation	Washington, NJ	Mileage
10/11/2017	Catherine Birdsall	Music Articulation	Washington, NJ	Mileage
10/26/2017	Gail Scovell	4th Grade Discover Mindnastics	Blairstown, NJ	Mileage

2. Motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve Mrs. Pamela Venturini extended medical leave November 13, 2017 through December 31, 2017.
Motion carried by unanimous roll call vote.
3. Motion made by Mr. Howley and seconded by Mrs. Eller to add Ms. Janina Presher to our Substitute Teacher List and Ms. Laura Mazzei to our Substitute Nurse List for the 2017-2018 academic year.
Motion carried by unanimous roll call vote.
4. Motion made by Mr. Howley and seconded by Mrs. Vitalos to approve a medical leave for Margaret Ferrara, November 3 through December 4, 2017.
Motion carried by unanimous roll call vote.

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G. PLANT

1. Motion made by Mrs. Moore and seconded by Mrs. Howley to approve the annual QSAC requirement (New Jersey Quality Single Accountability Continuum) forms/checklists to be submitted to the Warren County Superintendent's Office School: • Statement of Assurance (SOA) and School Facilities Checklist Health and Safety Evaluation of School Buildings.
Motion carried by unanimous roll call vote.

2. Motion made by Mrs. Vitalos and seconded by Mrs. Eller to approve the use of school facilities by the Washington Borough Recreation Youth Basketball and Li'l Hoopsters Clinic: practices beginning November 20, 2017;and games 5:45 – 9:00 p.m. @Memorial School gymnasium, practices and games 5:30-9:00 p.m. @ Taylor Street School gymnasium, both facilities Monday through Friday, January 3 to March 16, 2018; using Memorial School gymnasium Monday/Wednesday/Friday, January 3 to March 16, 2018; and Taylor Street School gymnasium (Lil Hoopsters) Tuesday/Thursday, January 2 to February 1, 2018.
Motion carried by unanimous roll call vote.

3. Motion made by Mrs. Wydner and seconded by Mrs. Vitalos to approve the use of school facilities by the Washington Borough Recreation Street Hockey, both practices and games – 5:45-8:15 p.m.; 1/9/18 through 3/30/18; Tuesday and Thursdays @Memorial School Gymnasium and Wednesday and Fridays @the Taylor Street Gymnasium.
Motion carried by unanimous roll call vote.

4. Motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve the use of school facilities by the Washington Borough Recreation Karate, on Fridays - 6:30-8:00 p.m., December 1, 2017 through February 16, 2018.
Motion carried by unanimous roll call vote.

5. Motion made by Mrs. Dufner and seconded by Mrs. Eller to approve the use of a classroom by Centenary University on Thursdays – 4:00 p.m. to 7:00 p.m., January 18 through May 10, 2018.
Motion carried by unanimous roll call vote.

H. SPECIAL EDUCATION / OTHER INFORMATION

- Motion made by Mrs. Eller and seconded by Mrs. Vitalos to accept comprehensive (student and) staff attendance data (with all fire drill reports, *if applicable*) for the month of October 2017.
Motion carried by unanimous roll call vote.

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- SUPERVISOR OF INSTRUCTION’S REPORT – Curriculum & Instruction** - Memorial School (Mr. E. Jenkins) Morning Math is getting 12-18 students on average and Morning Reading Club we have 4-5 students. They can get their daily reading done or get homework done in a quiet space. Kudos to the CST on their successful Speech and Drama event. All students received t-shirts that they could wear the day of the event.
- PRINCIPAL’S REPORT** – Taylor Street School (Mrs. S. Koeppen) Utilizing team building activities at Taylor and has been active in the CST meetings.
- SUPERINTENDENT/PRINCIPAL’S REPORT** – District (Mrs. J. Nassry) Met with Dr. Lamonte about bringing a pilot program to our school district that will support student achievement/infuse technology in each lesson.
- EXECUTIVE REPORT** (District-wide, discussion, as necessary)

Adjournment

At 7:56 P.M motion was introduced by Mrs. Eller and seconded by Mrs. Vitalos granting approval to adjourn the meeting.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator