

**Washington Borough Board of Education**  
**May 7, 2018**

The Washington Borough Board of Education convened in regular session at 7:30 P.M. on Monday, May 7, 2018 at the Memorial School. The meeting was called to order by the Vice-President; Mrs. Vitalos 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  
Mrs. Dufner  
Mrs. Eller  
Mrs. Wydner (Arrived at 7:34pm)  
Mrs. Del Salto  
Mr. Freda

**The following members were absent:**

Mrs. Moore  
Mr. Howley  
Mr. Hartl

**Also, Present:**

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

**Public Present:** Mr. Vitalos

**FLAG SALUTE** –Mrs. Vitalos (Start at 7:33 P.M.)

**ROLL CALL** – Mr. Mantz

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**APPROVAL OF MINUTES**

~~Regular Meeting—April 9, 2018, Executive Session—April 9, 2018~~  
*Tabled until June 11, 2018*

**CORRESPONDENCE**

**PUBLIC PARTICIPATION – President**

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

Motion made by Mrs. DelSalto and seconded by Mrs. Eller to accept the 4/9/18 through 5/7/18 Harassment-Intimidation-Bullying Incident/Report as provided by the Superintendent of Schools.

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

**B. CURRICULUM / TECHNOLOGY**

Cluster meetings are coming to an end and QSAC is restructuring their indicators.

**C. CO-CURRICULAR / ACTIVITIES-**

STEM Club, Choir, Broadway Aladdin coming up May 24<sup>th</sup>.

**D.FINANCE / BUDGET**

**1a.** Motion made by Mrs. Dufner 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 March and April 2018, and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of April 30, 2018, 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. Eller and seconded by Mrs. Wydner 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.**

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**3.** Motion made by Mr. Freda and seconded by Mrs. Vitalos to approve the 2018-2019 school district budget as follows;

BE IT RESOLVED to approve the 2018-2019 school district budget as follows:

	Budget	Local Tax Levy
General Fund	\$8,614,690	\$5,054,235
Special Revenue Fund	270,522	
Debt Service Fund	<u>198,664</u>	<u>198,663</u>
Total Base Budget	\$9,083,876	\$5,252,898

BE IT RESOLVED that the Washington Borough Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$156,895. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

BE IT RESOLVED that the Washington Borough Board of Education includes in the proposed budget the adjustment for the use of banked cap in the amount of \$3,455. The additional funds are included in the base budget and will be used for extensive maintenance projects at the Taylor Street School. The said need will be completed by the end of the 2018-19 budget year and will not be deferred or incrementally completed over a longer period of time.

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 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.**

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**E. LEGAL / LEGISLATIVE ISSUES**

**• Motion made by Mrs. Vitalos and seconded by Mrs. Eller of consent for items 1 – 11**

- 1.** Motion to approve for a 1<sup>st</sup> Reading, Bylaw 0169.02, Board Member Use of Social Networks (New) **Suggested**
- 2.** Motion to approve for a 1<sup>st</sup> Reading, Policy 3437 Teaching Staff Members, Military Leave (Revised) **Recommended**
- 3.** Motion to approve for a 1<sup>st</sup> Reading, Policy 4437 Support Staff Members, Military Leave (Revised) **Recommended**
- 4.** Motion to approve for a 1<sup>st</sup> Reading, Policy 5516.01, Students, Student Tracking Devices (New) **Recommended**
- 5.** Motion to approve for a 1<sup>st</sup> and only Reading, Regulation 7101, Property – Educational Adequacy of Capital Projects (Revised) **Recommended**
- 6.** Motion to approve for a 1<sup>st</sup> Reading, Policy 7425, Property – Lead Testing of Water in Schools (Revised) **Recommended**
- 7a.** Motion to approve for a 1<sup>st</sup> Reading, Policy 7440, Property, School District Security (Revised) **Mandated**
- 7b.** Motion to approve for a 1<sup>st</sup> and only Reading, Regulation 7440, Property, School District Security (Revised) **Mandated**
- 8a.** Motion to approve for a 1<sup>st</sup> Reading, Policy 7441 – Property, Electronic Surveillance in School Buildings and on School Grounds (Revised) **Mandated**
- 8b.** Motion to approve for a 1<sup>st</sup> and only Reading, Regulation 7441 – Property, Electronic Surveillance in School Buildings and on School Grounds (Revised) **Mandated**
- 9.** Motion to approve for a 1<sup>st</sup> Reading, Policy 8507 – Operations, Breakfast Offer Versus Serve (OVS) (Revised) **Mandated**
- 10a** Motion to approve for a 1<sup>st</sup> Reading, Policy 8630 – Operations, Bus Driver/Bus Aide Responsibility (Revised) **Recommended**

**10b.** Motion to approve for a 1<sup>st</sup> and only Reading, Regulation 8630 – Operations, Emergency School Bus Procedures (Revised) **Recommended**  
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- 11.** Motion to approve for a 1<sup>st</sup> Reading, Policy 9242– Community, Use of Electronic Signatures (New) **Recommended**  
**Motion carried by unanimous roll call vote.**

**F. PERSONNEL**

- 1.** Motion made by Mrs. Eller and seconded by Mrs. Wydner to approve moving Ms. Katelyn Weiss from Step 2-B (\$51,335.) to Step 2-B+30 (\$52,485.) on the 2016-2018 W.E.A. Salary Guide effective May 30, 2018.  
**Motion carried by unanimous roll call vote.**
- 2.** Motion made by Mrs. Vitalos and seconded by Mrs. DelSalto to approve the enclosed list of Personnel Appointments, i.e. Nonrenewals, Continuing Contract, Reappointments, Tenured Faculty Staff and Administration for the 2018-2019 school year.  
**Motion carried by unanimous roll call vote.**
- 3.** Motion made by Mrs. Wydner and seconded by Mrs. Eller to advertise for the following positions: Behavior Disabilities, Learning Language Disabilities-Primary, Preschool Disabled, Grade 6/ Social Studies Certificate.  
**Motion carried by unanimous roll call vote.**
- 4.** Motion made by Mrs. DelSalto and seconded by Mrs. Wydner to approve a professional services contract with Parette Somjen Architects to create a Capital Improvement Plan for both the Memorial and Taylor Street schools at a fixed cost of \$7,250.  
**Motion carried by unanimous roll call vote.**
- 5.** Motion made by Mrs. Dufner and seconded by Mrs. DelSalto to add Mrs. Mary Lynn Orchard to our Substitute Teacher’s List for the 2017-18 school year.  
**Motion carried by unanimous roll call vote.**

**G. PLANT**

- 1.** Retroactive motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve the use of Taylor Street School fields by the Washington Borough Softball and Warren Hills Youth Baseball Association from April 13 through June 10, 2018 practice times to be coordinated – 5:00-8:30 p.m.; Monday – Friday, and 9:00-6:00 p.m. Saturday and Sunday.  
**Motion carried by unanimous roll call vote.**
- 2.** Retroactive motion made by Mrs. Freda and seconded by Mrs. Eller to approve the use of Memorial School baseball field by Warren Hills Youth Baseball Association from April 6 through June 6, 2018, 5:30 -7:45 p.m. Monday – Friday, and 9:45-11:30 a.m. on Saturday.  
**Motion carried by unanimous roll call vote.**

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**H. SPECIAL EDUCATION / OTHER INFORMATION**

1. Motion made by Mrs. Vitalos and seconded by Mrs. Wydner to accept comprehensive (student and) staff attendance data (with all fire drill reports, *if applicable*) for the month of April 2018.

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

2. Retroactive motion made by Mrs. Eller and seconded by Mrs. Wydner to approve bedside instruction from 4/23 to 5/4 for a 2<sup>nd</sup> grade student not to exceed 10 hours/week.

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

3. Motion made by Mrs. Vitalos and seconded by Mrs. Eller to approve 5-Year “Go Math” hybrid textbooks, cost not to exceed \$40,701.92.

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

•**SUPERVISOR OF INSTRUCTION’S REPORT – Curriculum & Instruction** - Memorial School (Mr. E. Jenkins)-Kudos to all the co-curricular activities. There hasn’t been any issue with behavior. PARCC testing-Grade 4&5 have completed testing/New laptops have come in handy Grade 3&4 started today, some issues with the WiFi.

•**PRINCIPAL’S REPORT** – Taylor Street School (Mrs. S. Koeppen) Been busy at Taylor meeting with the CST on regular basis/Looking to supply more services. Mrs. Koeppen and Mrs. Casella completed SEMI training. Ms. Peters classroom has been walking/touring the community.

•**SUPERINTENDENT/PRINCIPAL’S REPORT** – District (Mrs. J. Nassry) Now that the SEMI training has been completed there will be lots of paperwork and a retro check to related services. Summer planning is underway/BSI instruction/CST compiling list for Special Ed./Working with town Library to bring program to our school.

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

**EXECUTIVE SESSION**

At 7:48 P.M. a motion was introduced by Mrs. Eller and seconded by Mrs. Vitalos granting approval to pass the following resolution:

**WHEREAS:** Section 8 of the Open Public Meeting Act, chapter 231, P.L. 1975 Permits the exclusion of the public from meeting in certain circumstances:

**WHEREAS,** this public body is of the opinion that such circumstances presently exist:

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education of the Borough of  
Washington, County of Warren and State of New Jersey:  
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- (1) The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
  - (2) The general nature of the subject matter to be discussed is as follows: (Personnel)
  - (3) It is anticipated at this time that the above-stated subject matter will be made public as soon as it is in the best interest of the public.
  - (4) This resolution shall take effect immediately.
  - (5) Action may be taken.
- Motion carried by unanimous voice vote.**

At 7:59 P.M. motion was introduced by Mrs. Eller and seconded by Mrs. Wydner granting approval to reconvene the meeting in regular session.  
**Motion carried by unanimous voice vote.**

**Adjournment**

At 8:00 P.M motion was introduced by Mrs. Eller and seconded by Mrs. Wydner granting approval to adjourn the meeting.  
**Motion carried by unanimous voice vote.**

Respectfully submitted,

Tim Mantz  
Business Administrator