

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – September 10, 2018 at 7:30 p.m.**  
**Approved on October 8, 2018**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

President, Katherine Moore called the meeting to order at 7:31 p.m. and asked everyone to please stand for the Pledge of Allegiance.

**OPEN PUBLIC MEETINGS ACT:**

Katherine Moore read the following statement:

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in The Express Times posting publicly and by notifying the Municipal Clerk of the date, time and place of the meeting.

**ROLL CALL**

Present

President, Katherine Moore  
Vice-President, Melissa Vitalos  
Ana Del Salto  
Lisa Eller  
Carmine Freda

Absent

Kristen Dufner  
Connor Hartl  
Bartley Howley  
Michele Wydner

Others Present

Jackie Nassry, Superintendent  
Tim Mantz, School Business Administrator  
Sherry Koeppen, Principal  
Earl Jenkins, Supervisor of Instruction  
Florence Dolobach, Assistant to the Business Administrator

**II. PRESENTATION**

None

**III. COMMUNICATIONS TO THE BOARD**

None

**IV. ADMINISTRATIVE REPORTS**

**Mr. Jenkins: Supervisor of Instruction**

New security procedures:

Everyone entering the school building will be issued a numbered lanyard.

New substitutes will be trained in new security procedures.

**Mrs. Koeppen: Principal/CST**

Back to School Night went seamless with 70% of parents participating. Momentum is high amongst the students and staff.

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – September 10, 2018 at 7:30 p.m.**  
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**Mrs. Nassry: Superintendent**

The county has provided new Knox boxes to both school which will provide county wide emergency response teams access to the buildings.

Department of Education has a new rubric for the MSGT score.

- V. PUBLIC COMMENT:** Ann Kaspereen informed the board that the WEA luncheon went well. Teachers coming back having positive attitude seeing educational goals are a priority to the administration.

**VI. ACTION ITEMS:** Superintendent's Recommendations

CONSENT AGENDA: Matters listed within the consent agenda have been referred to members of the Board of Education for reading and study are considered to be routine and will be enacted by one motion.

**A. Consent Agenda Motion: BOARD AFFAIRS**

Motion made by Lisa Eller, seconded by Melissa Vitalos, to approve the following board affairs agenda items **1.1** through **1.6**.

Motion carried by roll call vote. All members voted in the affirmative with Katherine Moore abstaining from motions 1.1 and 1.2.

- 1.1** ~~To approve the minutes of August 27, 2018 regular meeting.~~ ***Tabled***
- 1.2** ~~To approve the minutes of August 27, 2018 executive session.~~ ***Tabled***
- 1.3** To entertain the second reading and adoption of Policy 1613, Administration, Disclosure and Review of Applicant's Employment History.
- 1.4** To entertain the second reading and adoption of Policy 5512, Students, Harassment, Intimidation and Bullying (HIB).
- 1.5** To entertain the second reading and adoption of Policy 8561, Operations, procurement Procedures for School Nutrition Programs.
- 1.6** To approve the following updated Warren Hills Cluster Curriculums: 21<sup>st</sup> Century Life and Skills K-8 Curriculum, English Language Arts, Health and Physical Education, Math, Social Studies, Technology, Visual and Performing Arts, World Languages.

**B. Consent Agenda Motion: BUSINESS AFFAIRS**

Motion made by Melissa Vitalos, seconded by Lisa Eller, to approve the following business affairs agenda items **2.1** through **2.2**.

Motion carried by unanimous roll call vote.

- 2.1** To approve, on the recommendation of the Chief School Administrator, the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of August, 2017 and further that, in compliance with NJAC 6A:23A-16,10(c)4, the Board of Education certifies that as of August 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-

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**Regular Meeting Minutes – September 10, 2018 at 7:30 p.m.**  
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16.10(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. *(to be hand carried)*

- 2.2** To approve the September 10, 2018 current expense food service and regular account bill list.

**C. Consent Agenda Motion : PERSONNEL AFFAIRS**

Motion made by Carmine Freda, seconded by Lisa Eller, to approve the following personnel affairs agenda item **3.1** through **3.5**.

Motion carried by unanimous roll call vote.

- 3.1** To appoint Mrs. Florence Dolobach as the district's Educational Facilities Manager at a salary of \$61,023 with benefits.
- 3.2** To accept with regret the letter of resignation of Mrs. Gail Scovell effective August 29, 2018.
- 3.3** To add Mrs. Susan Samela to our substitute teacher list for the 2018-19 academic year pending receipt of mantoux results.
- 3.4** To approve the enclosed list of workshops for staff from Wednesday, September 5 through those listed on the attachment that includes staff members' name, said workshop name with location, dates of workshop, cost of workshop and mileage as applicable.
- 3.5** To accept comprehensive (student and) staff attendance data *(with all fire drill reports, if applicable)* for the month of August, 2018.

**D. Consent Agenda Motion: SCHOOL AFFAIRS**

Motion made by Lisa Eller, seconded by Ana Del Salto, to approve the following school affairs agenda item **4.1** and **4.3**.

Motion carried by unanimous roll call vote.

- 4.1** To provide home/bedside instruction for one sixth grade student, \$34 per hour, not to exceed ten hours per week.
- 4.2** To approve the use of the school facilities by the Washington Borough Recreation Karate on Fridays, 6:00 to 8:00 p.m. September 14, 2018 to November 16, 2018, Session 2, December 7, 2018 through the end of the year. Dates for 2019 will be sent when they've been determined.
- 4.3** To approve the use of school facilities by the Washington Borough Recreation – Soccer Tuesday, September 11 through Friday September 14, 2018 from 6:00 to 9:00p.m. in the Memorial gym for soccer practice.

**VII. EXECUTIVE SESSION:**

Motion made by Lisa Eller, seconded by Melissa Vitalos, to adopt the following resolution to enter into executive session at 7:42 p.m. This executive session is expected to last about 20 minutes. The general nature of the subject matter to be discussed is Personnel.

Motion carried by unanimous roll call vote.

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – September 10, 2018 at 7:30 p.m.**  
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It is anticipated that no action pursuant to this executive session will be taken.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

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

NOW, THEREFORE, BE IT RESOLVED by the Washington Borough Board of Education, County of Warren, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the specified subject matter.
2. It is anticipated at this time that the above stated subject matter will be made public upon resolution of all information discussed.
3. This Resolution shall take effect immediately.

At 7:58 p.m. motion was introduced by Melissa Vitalos, seconded by Ana Del Salto granting approval to reconvene the meeting in regular session.

Motion carried by unanimous voice vote.

**VIII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:59 p.m. on a motion by Melissa Vitalos, seconded by Ana Del Salto.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Business Administrator/ Board Secretary