

# WASHINGTON BOROUGH BOARD OF EDUCATION

Regular Meeting Minutes – October 8, 2018 at 7:30 p.m.

Approved on November 12, 2018

## I. INTRODUCTORY ITEMS

### CALL TO ORDER:

President, Katherine Moore called the meeting to order at 7:30p.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  
Bartley Howley  
Ana Del Salto  
Lisa Eller  
Kristen Dufner  
Carmine Freda

#### Absent

Connor Hartl  
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 in place are working well.  
CPI Training today for all teachers went well.  
Morning Math will begin next week.

### **Mrs. Koeppen: Principal/CST**

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – October 8, 2018 at 7:30 p.m.**  
**Approved on November 12, 2018**

Preschool expansion program grant is a great way to get the services earlier for our students.

**Mrs. Nassry: Superintendent**

Professional Development plan to remain compliant.

District Mentoring plan had two staff members that have volunteered.

**V. PUBLIC COMMENT:** Ann Kaspereen said that today’s in-service CPI training was good.

**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 **1.9**.

Motion carried by roll call vote. All members voted in the affirmative with Kristen Dufner and Bart Howley abstaining from motions 1.3 thru 1.4.

- 1.1 To approve the minutes of August 27, 2018 regular meeting.
- 1.2 To approve the minutes of August 27, 2018 executive session.
- 1.3 To approve the minutes of September 10, 2018 regular meeting.
- 1.4 To approve the minutes of September 10, 2018 executive session.
- 1.5 To approve the Comprehensive Maintenance Plan (CMP).
- 1.6 To approve the Annual Maintenance Budget Amount Worksheet (M-1).
- 1.7 To approve the Health & Safety Evaluation of School Buildings Checklist
- 1.8 To approve the Nursing Services Plan
- 1.9 To approve the School Safety and Security Plan

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

Motion made by Lisa Eller, seconded by Carmine Freda, to approve the following business affairs agenda items **2.1** through **2.3**.

Motion carried by unanimous roll call vote.

**2.1** To approve, on the recommendation of the Superintendent, the acceptance of the financial reports of the Board Secretary and the Treasurer for the month of September, 2018 and further that, in compliance with N.J.A.C. 6A:23A-16,10(c)f, The Board of Education certifies that as of September 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) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (to be hand carried)

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – October 8, 2018 at 7:30 p.m.**  
**Approved on November 12, 2018**

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

**2.3** To approve the budget transfers list.

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

Motion made by Melissa Vitalos, seconded by Lisa Eller, to approve the following personnel affairs agenda item **3.1** through **3.14**.

Motion carried by unanimous roll call vote.

**3.1** To approve the enclosed list of workshops for staff from September 10, 2018 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.

**3.2** To accept comprehensive student and staff attendance data (with all fire drill reports, if applicable) for the Month of September 2018.

**3.3** To approve Jenna Henderson, Fairleigh Dickinson University, Quest Field Experience, 5 days, January 2019.

**3.4** To approve Kaitlyn Tallamy, Northampton Community College, ten hours of observations in the classrooms.

**3.5** To approve the Superintendent Professional Development Plan, 11/1/17 to 6/30/22 for Jacqueline Nassry.

**3.6** To approve the District Professional Development Plan for 2018-2019.

**3.7** To approve the Memorial School Professional Development Plan for 2018-2019.

**3.8** To approve the Taylor Street School Professional Development Plan 2018-2019.

**3.9** To approve the Principal Professional Development Plan for 2018-2019 for Sherry Koeppen.

**3.10** To approve the Supervisor Professional Development Plan for 2018-2019 for Earl Jenkins.

**3.11** To approve the Washington Borough School District Mentoring Plan for 2018-19.

**3.12** To approve Ms. Cailla Mullen as mentor to Mr. Nicholas Pope as per legislation N.J.A.C. 6A:9B-8.9; N.J.A.C. 6A:9C-4.2(b)6; N.J.A.C. 6A:9C-5.3.

**3.13** To approve Mrs. Sherry Dell Elba as mentor to Mr. Ebin Loudon as per legislation N.J.A.C. 6A:9B-8.9; N.J.A.C. 6A:9C-4.2(b)6; N.J.A.C. 6A:9C-5.3.

**3.14** To approve Mrs. Jennifer Staples effective October 15, 2018 as the district's sixth grade, language arts teacher for the 2018-2019 academic year at a salary of \$58,470 (Step 7+15, BA) on the W.E.A. salary guide with single benefits.

**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 prove home/bedside instruction for one sixth grade student, \$34 per hour, not to exceed ten hours per week.

**4.2** To approve the following field trips:

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – October 8, 2018 at 7:30 p.m.**  
**Approved on November 12, 2018**

<b>Grade</b>	<b>Date</b>	<b>Destination</b>
Preschool	10/10/18	West Portal Pumpkin Patch, Asbury, NJ
K	10/23/18	Donaldson Farms, Hackettstown, NJ
1	11/2/18	Lehigh Valley Zoo, Schnecksville, PA
2	4/4/19	DaVinci Science Center, Allentown, PA
3	5/29/19, 5/31/19 rain	Turtle Back Zoo, East Orange, NJ
4	5/16/19	Waterloo Village, Stanhope, NJ
5	10/18/18	Morris Museum, Morristown, NJ
6	5/22/19	Safety Patrol, Bridgewater Sports Arena, NJ
6	5/24/19	Medieval Times, Lynhurst, NJ
		<b>Student Enrichment Trips</b>
4	11/1/18	Mindnastics, Blairstown Evangelical Church, Blairstown
5,6	11/14/18, 11/15 snow	Battle of the Minds, Harmony School, Phillipsburg
3	11/29/18, 11/30 snow	Math-a-Magician, Harmony Firehouse, Harmony
6	1/16/19	Fine Arts Showcase, WHHS, Washington
6	2/26/19, 2/27 snow	All Star Band, Phillipsburg High School, Phillipsburg
3,4	3/1/19, 3/20 snow	Phabulous Physics, Mansfield School, Port Murray
5,6	4/11/19	Battle of the Books, Great Meadows School District
4	5/2/19	Invention Expo, Hatchery Hill School, Hackettstown
3,4	5/21/19	Battle of the Books, Oxford Street School, Belvidere
5	5/24/19	Strategic Thinking Day, Memorial School

**4.3** To approve a homeless tuition contract with the Phillipsburg School District for the placement of two students during the 2017-18 school year at an annual tuition cost of \$14,406 per student.

**VII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:51 p.m. on a motion by Melissa Vitalos, seconded by Lisa Eller.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
 Business Administrator/ Board Secretary