

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – December 9, 2019 at 7:30 p.m.**  
**Approved on January 6, 2020**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

President, Bartley Howley called the meeting to order at 7:30 p.m. and asked everyone to please stand for the Pledge of Allegiance.

**OPEN PUBLIC MEETINGS ACT:**

Bartley Howley 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, Bartley Howley  
Vice-President, Melissa Vitalos  
Lisa Eller  
Kristen Dufner  
Ana Del Salto  
Holly Masenior

Absent

Adam Robinson  
Carmine Freda

Others Present

Jacqueline Nassry, Superintendent  
Tim Mantz, Business Administrator/Board Secretary  
Sherry Koeppen, Principal  
Earl Jenkins, Supervisor of Instruction  
Florence Dolobach, Assistant to the Business Administrator

**II. COMMUNICATIONS TO THE BOARD-None**

**III. ADMINISTRATIVE REPORTS**

Mr. Jenkins gave kudos to the staff for stepping up when needed and that it's been a pleasure working with everyone.

Mrs. Koeppen said SEMI is expected to increase for next year. Taylor had their concert at Memorial and it was standing room only. Recap of the concert will be on December 23<sup>rd</sup> at Taylor. The Dept of Education came in for a curtesy visit and they gave lots of compliments and suggestions for improvements as well.

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Mrs. Nassry wanted to recognize the staff for donating their own money and time to various causes within the community. She also thanked Tim Mantz for his hard work on the budget.

**IV. PUBLIC COMMENT**

Ann Kaspereen questioned the board on the built-in snow days and the school calendar. She congratulated Chris Bauknight on his win to become our newest board member.

**V. ACTION ITEMS: Chief School Administrator's Recommendations**

CONSENT AGENDA: Matters listed within the consent agenda have been referred to members of the Board of Education and/or its standing committees, 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 Ana Del Salto, to approve the following board affairs agenda items **1.1** through **1.21**;

- 1.1 To approve the minutes of November 11, 2019 regular meeting
- 1.2 To approve the minutes of November 11, 2019 executive session meeting.
- 1.3 To entertain the first reading of Policy 1642, Earned Sick Leave Law (M) (New)
- 1.4 To entertain the first and only reading of Regulation 1642, Earned Sick Leave Law (M) (New)
  
- 1.5 To entertain the first reading of Policy 3159, Teaching Staff Member/School District Reporting Responsibilities (M) Revised
- 1.6 To entertain the first reading of Policy 3218, Use, Possession, or Distribution of Substances (M) Revised
- 1.7 To entertain the first and only reading of Regulation 3218, Use, Possession, or Distribution of Substances (M) Revised
- 1.8 To entertain the first reading of Policy 4218, Use, Possession, or Distribution of Substances (M) Revised
- 1.9 To entertain the first and only reading of Regulation 4218, Use, Possession, or Distribution of Substances (M) Revised
- 1.10 To entertain the first reading of Policy 4219, Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) Revised
- 1.11 To entertain the first reading of Policy 6112, Reimbursement of Federal and Other Grant Expenditures (M) Revised
- 1.12 To entertain the first and only reading of Regulation 6112, Reimbursement of Federal and Other Grant Expenditures (M) Revised
- 1.13 To entertain the first reading of Policy 7440 School District Security (M) Revised

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- 1.14 To entertain the first and only reading of Regulation 7440, School District Security (M) Revised
- 1.15 To entertain the first reading of Policy 8600, Student Transportation (M) Revised
- 1.16 To entertain the first and only reading of Regulation 8600, Student Transportation (M) Revised
- 1.17 To entertain the first reading of Policy 8630, Bus Driver/Bus Aide Responsibility (M) Revised
- 1.18 To entertain the first and only reading of Regulation 8630, Bus Driver/Bus Aide Responsibility (M) Revised
- 1.19 To entertain the first reading of Policy 8670, Transportation of Special Needs Students (M) Revised
- 1.20 To entertain the first reading of Policy 9210, Parent Organizations Revised
- 1.21 To entertain the first reading of Policy 9400, Media Relations Revised

**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 **2.6**;

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 November, 2019 and further that, in compliance with N.J.A.C. 6A:23A-16,10(c)f, The Board of Education certifies that as of November 30, 2019, 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)
- 2.2 To approve the 12/09/19 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To accept the Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report on Administrative Findings for the Year Ending June 30, 2019 and order that a copy be filed in the business office and with the New Jersey Department of Education.
- 2.5 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, 2019  
Schedule of findings of Non-Compliance None  
*Summary of Recommendations*

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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

- 2.6 To approve a contract with the State of New Jersey Department of Children and Families Office of Education whereas the Washington Borough School District will provide educational services to the identified student for the 2019-20 school year at a cost of \$13,917.60 to be paid to the Washington Borough Board of Education.

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

Motion made by Lisa Eller, seconded by Melissa Vitalos, to approve the following personnel affairs agenda items **3.1** through **3.7**.

Motion carried by unanimous roll call vote.

- 3.1 To approve the comprehensive student and staff attendance data (*with all fire drill reports, if applicable*) for the Month of November 2019.
- 3.2 To approve Alfred Kopsco's medical leave from November 18, 2019 to December 16, 2019.
- 3.3 To approve Margaret Ferrara's medical leave from December 4, 2019 to December 16, 2019.
- 3.4 To approve Cameron Savacool to do special education observations for ten hours from East Stroudsburg University during the 2019-2020 academic year.
- 3.5 To approve Marin Sheridan to shadow OT for one day at Taylor Street School
- 3.6 To approve Maria Mikroudīs as an OT intern to shadow Jackie Mason of J & B Therapy for January through May of 2020.
- 3.7 To approve Ms. Tammy Mornick as our new full-time custodian effective 1/2/20 or as soon thereafter at a prorated salary of \$37,639 (Step 1 on the 2020-2021 W.E.A. Salary Guide) plus single benefits.

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

Motion made by Melissa Vitalos seconded by Holly Masenior, to approve the following school affairs agenda item **4.1 to 4.3.**

Motion carried by unanimous roll call vote.

- 4.1 To affirm the administrative decision to revise the 2019-2020 school calendar due to the unexpected school closing on Monday, December 2, 2019 for inclement weather that school will now be in session on Friday, February 14, 2020 and compressed schedules and Parent-Teacher conferences will be held on February 12, 13, 14, 2020.
- 4.2 To approve the use of the Memorial School gymnasium by Warren United Soccer Club, on Sundays 11:00-6:00 p.m.: January 5, 12, 19, 26, February 2, 9, 16, 23 March 1, 8, 15 with an hourly rate of \$35, an additional hour to open up/close and clean the facility is added to each date
- 4.3 To affirm the administrative decision regarding the following HIB case: System assigned incident #1.

**VI. EXECUTIVE SESSION:**

Motion made by Melissa Vitalos, seconded by Lisa Eller, to adopt the following resolution to enter into executive session at 7:43 p.m.

This executive session is expected to last about 20 minutes. The general nature of the subject matter to be discussed is Personnel.

It is anticipated that action pursuant to this executive session will not be taken.

Motion carried by unanimous voice vote.

**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.

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**VII. RECONVENE**

Motion by Lisa Eller, seconded by Melissa Vialtos, to reconvene the meeting to public session at 7:48 p.m.

Motion carried by unanimous voice vote.

**VII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:49 pm on a motion by Melissa Vitalos, seconded by Lisa Eller.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Board Secretary/B.A.