

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR MEETING MINUTES – February 13, 2023**  
**Approved 3/13/23**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER**

President, Bartley Howley, called the meeting to order at 7:01 p.m. and asked everyone to please rise for the Pledge of Allegiance.

**OPEN PUBLIC MEETING ACT**

The New Jersey Open Public Meeting Act was enacted to ensure 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 meeting.

**ROLL CALL:**

**Present**

Angela Bridygham  
Lisa Eller  
Carmine Freda  
Dawn Higgins  
Bartley Howley  
Joseph Kresefsky  
Ya’el Kresefsky  
Holly Masenior, left at 7:18 p.m.  
Melissa Vitalos

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

**III. ADMINISTRATIVE REPORTS**

Mr. Jenkins: Supervisor of Instruction

- Provided monthly Security updates to the board including upcoming scheduled drills as well as mandates from the NJ DOE on Threat Assessment Teams.
- LEAD Program “Officer Josh” from Washington Township Police Department presenting to Memorial Students.
- 100<sup>th</sup> Day Celebrations on 2/9/23, Gr 2 highlighted Positive Character Traits

Mrs. Koeppen: Principal/CST

- Provided updates to the board on IR&S system and procedures (Intervention Referral & Services) and RTI, Basic Skills

Mrs. Nassry: Superintendent

- Provided updates to the board on Club Activities taking place in the district, including All-Star Band 6<sup>th</sup> grade performance taking place on 2/28/23 at Phillipsburg HS
- Project Smile, NJ Dept of Health initiative, presented virtually to Preschool to Gr 2
- Mid Year Conferences are scheduled for Feb 16 & 17, with early dismissal for students

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**IV. PUBLIC COMMENT**

- Karen Kastanhas, Washington Boro Parent, commented on traffic issues during morning drop off at Memorial and inquired about website updates for school activities.
- Don Ippolito inquired on Public Notice information available on the district’s website.

**V. 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 Carmen Freda, seconded by Lisa Eller to approve the following board affairs agenda items **1.1** through **1.2**.

Motion carried by roll call vote.

- 1.1 To approve the minutes of the January 9, 2023 regular meeting.
- 1.2 To approve the minutes of the January 9, 2023 executive session meeting.

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

Motion made by Lisa Eller, seconded by Dawn Higgins to approve the following business affairs agenda item **2.1** through **2.7**.

Motion carried by roll call vote with abstention on item 2.2 by Mrs. Higgins.

- 2.1 To approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of January 2023 and further that, in compliance with N.J.A.C. 6A:23A-16.10c, the Board of Education certifies that as of January 31, 2023, after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10a and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- 2.2 To approve 2/13/23 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, 2022 and order that a copy be filed in the business office and with the New Jersey Department of Education.

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

<u>Audit for Year Ending June 30, 2022</u>	
Schedule of findings of Non-Compliance	None
<i>Summary of Recommendations</i>	
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 professional services contract with the New Jersey School Boards Association to conduct a “Premium Service Superintendent Search” at a cost of \$15,000.
- 2.7 To approve a joint transportation agreement with the Warren County Special Services School District for the 2023-2024 school year with an Administrative Fee of 4.5%.

**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 3.13**.

*Mrs. Higgins inquired as to the effect that item 3.13 would have on the current year budget.*

Motion carried by 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 January, 2023.
- 3.2 To approve the Centenary University field experience of Ms. Jennifer Peters beginning January 11, 2023 through April 26, 2023 to support the completion of the Learning Disability Teacher Consultant requirements under the mentorship of Mrs. Melissa Brown at no cost to the district.
- 3.3 To approve the Centenary University field experience of Ms. Manju Mathew, beginning January 9, 2023 through May 1, 2023 to support the completion of the Learning Disability Teacher Consultant requirements under the mentorship of Mrs. Melissa Brown at no cost to the district.
- 3.4 To approve Ms. Erin Clark as a part-time paraprofessional for the 2022-23 school year at a rate of \$22.18 (Step 1A) per hour not to exceed 29 hours per week.

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- 3.5 To approve Mrs. Keriwyn Gilligan as a part-time paraprofessional for the 2022-23 school year at a rate of \$22.18 (Step 1A) per hour not to exceed 29 hours per week.
- 3.6 To approve Mrs. Tiffany Farrington to move from Column A, Step 2 (\$22.28 per hour) to Column B, Step 2 (\$22.78 per hour) on the 2022-2023 W.E.A. salary guide effective March 1, 2023.
- 3.7 To approve Mr. Christopher Cannavo as a long-term Grade 2 substitute beginning March 31, 2023 through May 12, 2023, at a prorated salary of \$53,006. (Step 1, BA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.8 To approve Mrs. Lori Finnegan as a substitute teacher for the 2022-2023 school year.
- 3.9 To approve Ms. Megan Thompson as a substitute teacher for the 2022-2023 school year.
- 3.10 To approve Mr. Walker Heller as a substitute teacher for the 2022-2023 school year pending receipt of credentials.
- 3.11 To approve the resignation letter from Mr. Eben Loudin effective March 31, 2023.
- 3.12 To approve the resignation letter from Mrs. Erin Costa effective February 22, 2023.
- 3.13 To establish the following substitute personnel rates for the 2022-2023 school year effective March 1, 2023 as follows: Substitute teachers \$110 per day

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

Motion made by Lisa Eller, seconded by Joseph Kresefsky to approve the following school affairs agenda item **4.1 through 4.3**.

Motion carried by roll call vote.

- 4.1 To approve amendment of the 2022-2023 District Calendar due to recent weather closures: June 5<sup>th</sup> and June 6<sup>th</sup> Regular Schedule, June 8<sup>th</sup> and June 9<sup>th</sup> Compressed Schedule. Last Day for Staff June 12<sup>th</sup>.
- 4.2 To approve the following field trip for Grade 3, on May 30, 2023 to The Crayola Experience, Easton, PA.
- 4.3 To approve the use of Memorial School Gym by Warren Hills Little League Youth Baseball from March 4, 2023 through March 25, 2022, practice times to be coordinated 8:00 am – 12:00 pm on Saturdays at a custodial rate of \$38.00 per hour.

**VI. ADJOURNMENT**

Motion made by Lisa Eller seconded by Angela Bridygham, to adjourn at 7:22 p.m.

Motion carried by unanimous voice vote.

Respectively submitted,

Tim Mantz  
Board Secretary