

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING - March 13, 2023**  
**Approved 4/3/23**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER**

President, Bartley Howley, called the meeting to order at 7:00 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, exited at 7:47 p.m.

Dawn Higgins, arrived at 7:02 p.m.

Bartley Howley, exited at 7:47 p.m.

Joseph Kresefsky

Ya'el Kresefsky

Holly Masenior

Melissa Vitalos

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

**III. ADMINISTRATIVE REPORTS**

Mr. Jenkins: Supervisor of Instruction

- Updates on monthly security drill, March lockdown will be conducted
- LEAD is in Week 7, Grade 5 meets with Officer Josh
- Provided highlights on the March Madness “Book Brackets” reading challenge at Memorial for Grades 2-6.

Mrs. Koeppen: Principal/CST

- Provided updates to the Board on the Books for Bingo event held at Taylor, this year a book swap was added to the event.
- AED training was held; there are currently 31 staff members throughout the district that are AED/CPR trained.

Mrs. Nassry: Superintendent

- Provided updates to the Board on the club activities taking place in the district, including new Multi Media club.
- Upcoming school activity events: St. Patrick’s Day dance, which will serve as a fundraiser for Gr 6 trip to Camp Bernie. Steam Fair to be held on 5/25/23 at Memorial and Spring

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Fair community event is scheduled for 5/19/23 this year. The Spring Fair is community event held in conjunction with the PTO and WEA.

**IV. PUBLIC COMMENT**

- Bruce Tinor, former Washington Boro Staff Member, expressed gratitude for opportunity to shadow/observe Mrs. Nassry in Superintendent role, as he works towards NJ certification standards.

**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: SUPERINTENDENT'S RECOMMENDATION**

Motion made by Lisa Eller, seconded by Angela Bridygham to approve the following board affairs agenda item **1.1**.

*Mrs. Kresefsky inquired as to the record keeping of the February minutes, specifically pertaining to Public Comment.*

Motion carried by roll call vote.

- 1.1 To approve the minutes of the February 13, 2023 regular meeting.

**B. Consent Agenda Motion: BUSINESS AFFAIRS: SUPERINTENDENT'S RECOMMENDATION**

Motion made by Melissa Vitalos, seconded by Lisa Eller to approve the following business affairs agenda item **2.1** through **2.5**.

*Mrs. Higgins inquired on the process of item 2.3; how long has the shared service been in place, who is involved, what is the criteria and qualifications for a Curriculum Writer.*

*Mrs. Nassry responded that district has been conducting shared curriculum services for several years, the Warren Hills Cluster meets each summer to ensure that articulation of curriculum is standardized amongst the sending districts for continuity of education.*

*Mrs. Higgins stated that she did not feel prepared to vote on the budget items as a new board member. She cited her recent Mandated Training, through NJSBA, highlighted committee structure.*

*Mr. Howley responded that the Washington Borough Board traditionally has operated as a committee of the whole for budget, but that an individual committee could be considered for next year's budget process. Mr. Mantz suggested that any Board Member with questions*

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*pertaining to the budget documents presented to send an email in advanced, in an effort to be able to review and respond accordingly at the April Board Meeting.*

Motion carried by roll call vote with dissention on item 2.3 from Mrs. Kresefsky.

- 2.1 To approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of February 2023 and further that, in compliance with NJAC 6A:23A-16.10c, the Board of Education certifies that as of February 28, 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 NJAC 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 3/13/23 current expense regular account bill list.
- 2.3 To approve a shared service agreement with the Oxford Township Board of Education to provide a curriculum writer for the 2022-23 school year at a cost of \$1,800.
- 2.4 To approve the submission of the 2023-2024 PEA Budget.
- 2.5 To approve the tentative 2023-2024 school district budget as follows:  
 BE IT RESOLVED that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	Budget	Local Tax Levy
General Fund	\$10,602,960	\$5,258,426
Special Revenue Fund	1,405,651	
Debt Service Fund	<u>169,600</u>	<u>169,599</u>
Total Base Budget	\$12,178,211	\$5,428,025

BE IT FURTHER RESOLVED, that a public hearing be held on May 8, 2023 at the Memorial School for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

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

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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

**C. Consent Agenda Motion: PERSONNEL AFFAIRS: SUPERINTENDENT'S RECOMMENDATION**

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

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 February, 2023.
- 3.2 To approve an unpaid medical leave of absence for employee # W0009595, effective March 20 through May 1, 2023 utilizing 8 sick days beginning March 20 through March 29, followed by unpaid leave for the remainder of the 2022-2023 school year.
- 3.3 To approve Mrs. Sarah Alicea as a Grade 1 teacher beginning March 20, 2023 through June 30, 2023, at a prorated salary of \$53,006. (Step 1, BA) on the 2021-2024 W.E.A. salary guide with single benefits, pending receipt of credentials.
- 3.4 To approve Mrs. Fabiana Whitting as a secretarial substitute for the 2022-2023 school year.
- 3.5 To approve Mr. Lowell Perkins as a substitute paraprofessional/teacher for the 2022-2023 school year pending receipt of credentials.

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**D. Consent Agenda Motion: SCHOOL AFFAIRS: SUPERINTENDENT’S RECOMMENDATION**

Motion made by Lisa Eller, seconded by Angela Bridygham to approve the following school affairs agenda item **4.1 through 4.7**.

*Mrs. Higgins inquired on item 4.1; Mrs. Nassry responded that the CEP is a NJ Department of Education mandate, for equity and equality in the classroom and that the SOA is an annual attestation that the district is in compliance with the CEP plan.*

Motion carried by roll call vote with dissension on item 4.1 by Mrs. Kresefsky.

- 4.1 To approve the submission of the 2023-2024 Comprehensive Equity Plan Statement of Assurance.
- 4.2 To approve the School Nurse’s Report for January and February, 2023.
- 4.3 To approve the following field trip for Kindergarten, on April 21, 2023 to Ort Farms, Long Valley, NJ.
- 4.4 To approve the following field trip for Grade 6, on May 25, 2023 to Camp Bernie, Port Murray, NJ.
- 4.5 To approve the use of Memorial School baseball field by Warren Hills Little League Youth Baseball from March 25, 2023 through August 25, 2023 practice times to be coordinated 5:00 p.m. - 8:00 p.m. Monday – Friday, and 9:00 a.m. – 8:00 p.m. on Saturday and Sunday.
- 4.6 To approve travel for Mr. Colby Deemer to attend the NJSBGA 25<sup>th</sup> Annual Conference/Expo in Atlantic City, NJ on March 19 – 22, 2023.
- 4.7 To approve the 2022-2023 Warren Hills Peer Leadership Program to volunteer in our district.

**VI. EXECUTIVE SESSION:**

Motion made by Joseph Kresefsky, seconded by Lisa Eller, to adopt the following resolution to enter into executive session at 7:37 p.m.

This executive session is expected to last about 20 minutes. The general nature of the subject areas to be discussed are: Matters rendered confidential by Federal Law, State Law, or Court Ruling, and Personnel Matters.

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

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**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.

Motion made by Dawn Higgins, seconded by Joseph Kresefsky, to exit executive session and reconvene the meeting to public session at 8:03 p.m.

Motion carried by unanimous voice vote.

**VII. ADJOURNMENT**

Motion made by Melissa Vitalos seconded by Lisa Eller, to adjourn at 8:04 p.m.

Motion carried by unanimous voice vote.

Respectively submitted,

Tim Mantz  
Board Secretary