

**Washington Borough Board of Education  
September 12, 2016**

The Washington Borough Board of Education convened in regular session at 7:30 P.M. on Monday, September 12, 2016 at the Memorial School. The meeting was called to order by the President; Mr. Reyes in compliance with Chapter 231, laws of 1975, the notice of this meeting was advertised in the Express Times and the Star Ledger. Copies of the agenda of this meeting were appropriately posted and made available for the public, said notice posted in the Washington Borough Municipal Building. The meeting was held for the purpose of transacting appropriate Board business.

**The following members were present:**

- Mr. Reyes
- Mrs. Andreula
- Mrs. Vitalos
- Mr. Howley
- Mrs. Wydner
- Mrs. Eller
- Mrs. Dufner

**The following members were absent:**

- Mrs. Albrecht
- Mrs. Moore

**Also Present:**

- Lance S. Rozsa, Superintendent
- Jackie Nassry
- Tim Mantz
- Florence Dolobach

**Public Present:** Mrs. Kaspereen

**FLAG SALUTE** –Mr. Reyes (Start 7:33 P.M.)

**ROLL CALL** – Mr. Mantz

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**APPROVAL OF MINUTES – Regular Meeting – July 18, 2016**

Motion introduced by Mrs. Vitalos and seconded by Mrs. Andreula granting approval of the Regular Board Minutes on July 18, 2016.

**Motion carried by voice vote all voting affirmative, with Mrs. Eller and Mr. Howley abstaining.**

**APPROVAL OF MINUTES – Regular Meeting – August 22, 2016**

Motion introduced by Mrs. Eller and seconded by Mrs. Vitalos granting approval of the Reorganizational Minutes on August 22, 2016.

**Motion carried by voice vote all voting affirmative, with Mrs. Wydner and Mr. Howley abstaining.**

**CORRESPONDENCE**

**PUBLIC PARTICIPATION** – Mrs. Kaspereen stated how the Draught House extended an invitation to all the cluster teachers for an open house prior to the opening of the school year.

**A. BUILDING LEVEL – (Memorial, Taylor)**

**B. CURRICULUM / TECHNOLOGY**

- Motion made by Mrs. Andreula and seconded by Mr. Reyes to approve the 2016-2017 District Responsibility – i.e. \$557 for the New Jersey Child Assault Prevention program – for 13 Student Workshops in Grades 1, 3 and 5.

**Motion carried by unanimous roll call vote.**

**C. CO-CURRICULAR / ACTIVITIES**

- Updates as needed regarding our ongoing 2016-2017 Co-Curricular Activities and Clubs (enrollment/special functions/After Care) (Mr. Rozsa)

**D. FINANCE / BUDGET**

**1a.** Motion made by Mrs. Andreula and seconded by Mrs. Wydner to approve, on the recommendation of the Superintendent of Schools, the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of July and August, 2016, and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of August 31, 2016, 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)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Motion carried by unanimous roll call vote.**

**1b.** Discussion, as needed followed by a motion made by Mrs. Dufner and seconded by Mrs. Vitalos of consent per items: food service and regular account bills; health office updates;

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compliance with N.J.A.C. 6:20-F.213; budgetary transfers; N.C.L.B. Regular and N.C.L.B. General Assurances; and any and all debt service transactions.

**Motion carried by unanimous roll call vote.**

**E. LEGAL / LEGISLATIVE ISSUES**

- **Motion made by Mrs. Eller and seconded by Mr. Reyes of consent for items 1 – 12, 14-30 and 33-34**
- 1. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 1220-Administration – Employment of Chief School Administrator (Revised) **Mandated**
- 2. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 1310-Administration – Employment of School Business Administrator (Revised) **Recommended**
- 3. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3111-Teaching Staff Members – Creating Positions (Revised) **Recommended**
- 4. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3124-Teaching Staff Members – Employment Contract (Revised) **Recommended**
- 5. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3125 – Teaching Staff Members – Employment of Teaching Staff Members (Revised) **Mandated**
- 6. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3125.2 – Teaching Staff Members – Employment of Substitute Teachers (Revised) **Recommended**
- 7. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3126 – Teaching Staff Members – District Mentoring Program (Revised) **Recommended**
- 8. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3141 – Teaching Staff Members Resignation (Revised) **Recommended**
- 9. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3144 – Teaching Staff Members – Certification of Tenure Charges (Revised) **Recommended**
- 10. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3159 – Teaching Staff Members – School District Reporting Responsibilities (Revised) **Recommended**
- 11. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3231 – Teaching Staff Members – Outside Employment as Athletic Coach (Revised) **Recommended**
- 12. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 3240 – Teaching Staff Members – Professional Development for Teachers and School Leaders (Revised) **Mandated**
- 13. Policy & Regulation 3244-Abolished

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14. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 4159 – Support Staff Members – School District Reporting Responsibilities (Revised) **Recommended**
15. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 5305 – Students - Health Services Personnel (Revised) **Recommended**
16. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 5350 – Students – Student Suicide Prevention (Revised) **Recommended**
17. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 9541 – Community – Student Teacher Interns (Revised) **Recommended**

**THE FOLLOWING ARE MULTI-EAR EQUITY PLAN POLICY AND REGULATION  
UPDATES**

18. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 1140 – Administration – Affirmative Action Program (Revised) **Mandated**
19. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 1523 – Administration – Comprehensive Equity Plan (Revised) **Recommended**
20. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 1530 – Administration – Equal Employment Opportunities (Revised) **Mandated**
21. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 1550 – Administration – Affirmative Action Program for Employment and Contract Procedures (Revised) **Mandated**
22. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 2200 – Program – Curriculum Content (Revised) **Mandated**
23. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 2260 – Program – Affirmative Action Program for School and Classroom Practices (Revised) **Mandated**
24. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 2411 – Program – Guidance Counseling (Revised) **Mandated**
25. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 2423 – Program – Bilingual and ESL Education (Revised) **Mandated**
26. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 2610 – Program – Education Program Evaluation (Revised) **Mandated**

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27. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 2622 – Program – Student Assessment (Revised) **Mandated**
28. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 5750 –Students – Equal Employment Opportunity (Revised) **Mandated**
29. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 5755 – Students – Equity in Educational Programs and Services (Revised) **Mandated**

**THE FOLLOWING ARE ADDITIONAL POLICY AND REGULATION UPDATES**

30. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 5339 – Students – Screening for Dyslexia (Revised) **Mandated**
31. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 7481 – Property – Unmanned Aircraft Systems (UAS also known as Drones) **New**
32. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 8411 – Operations – Care of Injured and Ill Persons (Revised) **Mandated**
33. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 8454 – Operations – Management of Pediculosis **New**
34. Motion to approve for a 2<sup>nd</sup> and final Reading, Policy 8630 – Operations – Bus Driver/Bus Aide Responsibility (Revised) **Mandated**
35. Motion made by Mr. Howley and seconded by Mrs. Vitalos to update (i.e. deletion – 2<sup>nd</sup> line of paragraph #2) Policy 5112 – Pupils – Entrance Age  
**Motion carried by unanimous roll call vote.**
36. Motion made by Mrs. Eller and seconded by Mrs. Wydner to approve our annual memorandum of Agreement between Education and (Local) Law Enforcement  
**Motion carried by unanimous roll call vote.**

**F. PERSONNEL**

1. Comprehensive motion made by Mrs. Vitalos and seconded by Mrs. Andreula – both retroactive and standard approving the enclosed list of workshops for staff from Tuesday, September 6 through those listed on the attachment that includes staff members’ names, said workshop name with location, dates of workshop, cost of workshop and mileage as applicable.  
**Motion carried by unanimous roll call vote.**

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2. Retroactive motion made by Mrs. Wydner and seconded by Mrs. Eller to affirm the appointment of Mrs. Christina Howley as a full-time Instructional Aide assigned to the Taylor Street School Campus effective September 1, 2016, at a salary of \$23,808.33 (Step 1 on the 2016-2017 W.E.A. Instructional Aide Guide) plus benefits.

**Motion carried by unanimous roll call vote.**

3. Motion made by Mrs. Dufner and seconded by Mrs. Wydner to approve Mrs. Florence Dolobach as Assistant to the Board Secretary for the 2016-2017 school year at an annual salary of \$44,225 and to add a \$2000 annual stipend to the existing contract of Mrs. Florence Dolobach for additional monthly hours handling technology and related services under the general head of facilities maintenance.

**Motion carried by unanimous roll call vote.**

4. Motion made by Mrs. Andreula and seconded by Mr. Reyes to add Mrs. Eveliz Dorman to our district-Wide Substitute Teachers' List.

**Motion carried by unanimous roll call vote.**

5. Motion made by Mrs. Eller and seconded by Mrs. Vitalos to approve Mrs. Jacqueline Nassry as Principal at an annual salary of \$106,650 for the 2016-2017 school year according to the term of her contract.

**Motion carried by unanimous roll call vote.**

6. Motion made by Mr. Howley and seconded by Mrs. Eller to approve Mr. Jenkins as Supervisor of Instruction at an annual salary of \$94,950 for the 2016-2017 school year according to the term of his contract.

**Motion carried by unanimous roll call vote.**

7. Motion made by Mr. Howley and seconded by Mrs. Wydner to approve Mrs. Sharon Gulick as Secretary to the Superintendent/Secretarial Supervisor for the 2016-2017 school year at an annual salary of \$60,450 along with the following stipends: \$4750 for arranging for substitute personnel and \$3090 for Secretarial Supervisor – all according to the term of her contract.

**Motion carried by unanimous roll call vote.**

**G. PLANT**

1. Motion made by Mr. Reyes and seconded by Mrs. Wydner to approve the use of the Taylor Street School cafeteria or gymnasium by Washington Borough Recreation-Karate classes on Friday evenings from September 16 to November 18, 2016, Session 2- December 20, 2016 through the end of the year (6:30 to 8:00pm) Timeline for 2017 will forwarded when complete.

**Motion carried by unanimous roll call vote.**

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**H. SPECIAL EDUCATION / OTHER INFORMATION**

- Motion made by Mrs. Vitalos and seconded by Mr. Reyes to accept comprehensive (student and) staff attendance data (with all fire drill reports, *if applicable*) for the month of August, 2016.

**Motion carried by unanimous roll call vote.**

•**SUPERVISOR OF INSTRUCTION’S REPORT – Curriculum & Instruction - Memorial School (Mr. E. Jenkins)-Mr. Rozsa** said there is a workshop for “Team Building” in October’s in service day available for 45 people.

•**PRINCIPAL’S REPORT – Taylor Street School -Mrs. J. Nassry-** Staff received a HIB refresher on the 1<sup>st</sup> day back. Open house went well with about 60% attendance.

•**SUPERINTENDENT/PRINCIPAL’S REPORT – District -Mr. L. Rozsa-** Open house went well with about 60% attendance.

•**EXECUTIVE REPORT (District-wide, discussion, as necessary) NA**

**Adjournment**

At 7:56 P.M motion was introduced by Mrs. Vitalos and seconded by Mrs. Andreula granting approval to adjourn the meeting.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Tim Mantz,  
Business Administrator