

Washington Borough Board of Education
June 11, 2018

The Washington Borough Board of Education convened in regular session at 7:30 P.M. on Monday, June 11, 2018 at the Memorial School. The meeting was called to order by the President; Mrs. Moore 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:

- Mrs. Moore
- Mrs. Vitalos
- Mrs. Dufner
- Mrs. Eller
- Mrs. Del Salto
- Mr. Freda

The following members were absent:

- Mr. Howley
- Mrs. Wydner
- Mr. Hartl

Also, Present:

- Mrs. Jackie Nassry, Superintendent
- Mrs. Sherry Koeppen
- Mr. Earl Jenkins
- Mr. Tim Mantz
- Mrs. Florence Dolobach

Public Present: Parents & Boy Scouts

FLAG SALUTE –Mrs. Moore (Start at 7:33 P.M.)

ROLL CALL – Mr. Mantz

**Washington Borough Board of Education
Reorganizational Meeting –June 11, 2018**

A. BUILDING -LEVEL - (Memorial, Taylor)

1. Motion made by Mrs. Del Salto granting general approval to designate the second Monday of each month at 7:30 p.m. as the regular date and time for the Board of Education meetings.

Motion carried by unanimous roll call vote.

2. Motion made by Mrs. Dufner and seconded by Mrs. Eller granting approval to appoint the Star Ledger and the Express Times as the official newspapers.

Motion carried by unanimous roll call vote.

B. CURRICULUM / TECHNOLOGY

Motion made by Mrs. Eller and seconded by Mrs. Vitalos granting approval to adopt the following Board Curriculum: Curricula Programs and Courses of Study as of this date :

| | | |
|----------------------------------|-----------------------|--|
| Mathematics (K-6) | Art (K-6) | Reading (K-6) |
| Music (K-6) | English (K-6) | Physical Ed. (K-6) |
| Spelling (K-6) | Science (K-6) | Guidance & Counseling Services |
| Child Study Team Services | Family Life Ed. (K-6) | Compensatory Basic Skills Programs (K-6) |
| Accident & Fire Prevention (K-6) | Enrichment | Services & Programs for all Handicapped Pupils Ages 3-21 |
| Library Skills (K-6) | Study Skills (K-6) | Health, Safety & Phys.Ed. (K-6) 2 1/2 hours/week |
| Speech Instruction (K-6) | Civics of NJ: Grade 4 | Drug and Alcohol Ed. (K-6) |
| Holocaust Education Grade 6 | Social Studies (K-6) | World Languages (K-6) |
| Gifted Instruction | Media/Library | Guidance |
| Instructional Adaptations | | |

Motion carried by unanimous roll call vote.

C. CO-CURRICULAR / ACTIVITIES

D. FINANCE / BUDGET

Motion made by Mr. Freda and seconded by Mrs. Eller of consent for items 1 – 9

Motion carried by unanimous roll call vote.

1. Motion granting approval to designate the following Financial Depositories: PNC Bank and Summit Federal Savings and Loan.
2. Motion granting approval of the following names on the General Checking Account: President - Board of Education, Timothy Mantz, SBA / Board Secretary, J. Hanics, Treasurer, (2) Board Members (Three of the five signatures are required per check.)
3. Motion granting approval of the following names on the investment accounts: J. Hanics, Treasurer and Board Member tba. (One signature for withdrawal of funds to be deposited in the general checking account.)
4. Motion granting approval of the following names on the Payroll and Payroll Agency Account as follows: J. Hanics, Board Member (tba), and Board Member (tba) with one signature per check.

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5. Motion granting approval of the following names on the School Activity Account as follows: Florence Dolobach, Sharon Gulick, Timothy Mantz, Jacqueline Nassry, (Two of the four signatures are required per check.)
6. Motion granting approval of the following names on the Cafeteria Account (Lunch & Milk) as follows President - Board of Education, Timothy Mantz, SBA / Board Secretary, J. Hanics, Treasurer, (2) Board Members (Three of the five signatures are required per check.)
7. Motion granting approval for Timothy Mantz or Florence Dolobach to transfer funds between Washington Borough accounts.
8. Motion granting approval of the following names on the Capital Project Account (checking) as follows: Timothy Mantz, SBA/Board Secretary, C. Hanics, Treasurer, (1) Board Member (tba)
9. Motion granting approval of the following names on the Summer Pay (checking) as follows: C. Hanics, Board Member (tba) (one signature per check).

E. LEGAL

Motion made by Mrs. Moore and seconded by Mrs. Eller granting approval to adopt the existing Policies, Regulations and By-Laws which are in effect.

Motion carried by unanimous roll call vote.

F. PERSONNEL

Motion made by Mrs. Vitalos and seconded by Mrs. Del Salto of consent for items 1-22

Motion carried by unanimous roll call vote.

- 1a. Motion granting approval to appoint Timothy Mantz as School Business Administrator/Board Secretary for the 2017-2018 school year.
- 1b. Motion granting approval to appoint Florence Dolobach as Petty Cash Fund and Custodian.
2. Motion granting approval to appoint J. Hanics as Treasurer of School Monies for the 2018-2019 school year.
3. Motion granting approval to appoint the firm of Broschious, Fischer & Zaiter for the 2018-2019 school year.
4. Motion granting approval to appoint Ardito & Company as School Auditors for the 2018-2019 school year.

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5. Motion granting approval to appoint Dr. Victor Rodriguez, New Beginnings, as School Physician for the 2018-2019 school year.
6. Motion granting approval to appoint Brown & Brown, as School Insurance Agent for the 2018-2019 school year.
7. Motion granting approval to appoint Jacqueline Nassry, Affirmative Action Officer for the 2018-2019 school year and Title IX coordinator.
8. Motion granting approval to appoint Earl Jenkins, 504 Officer for the 2018-2019 school year.
9. Motion granting approval to appoint Earl Jenkins, School Lunch Hearing Officer for the 2018-2019 school year.
10. Motion granting approval to appoint Timothy Mantz as Qualified Purchasing Agent for the 2018-2019 school year.
11. Motion granting approval to appoint the Superintendent and the Principal of each building as Truancy Officers for the 2018-2019 school year.
- 12a. Motion granting approval to appoint Florence Dolobach/Jacqueline Nassry as RTK and AHERA Coordinator for the 2018-2019 school year.
- 12b. Motion granting approval to appoint Florence Dolobach/Jacqueline Nassry as Integrated Pest Management Coordinator for the 2018-2019 school year.
- 12c. Motion granting approval to appoint Florence Dolobach/Jacqueline Nassry as Chemical Hygiene Officer for the 2018-2019 school year.
13. Motion granting approval to appoint Jacqueline Nassry NJSBA Legislative Delegate and Representative.
14. Motion granting approval to appoint Sherry Koeppen as Homeless Liaison.
15. Motion granting approval to appoint Sherry Koeppen as I & RS Officer.
16. Motion to granting approval to appoint Anthony Pannella, Esquire, Wilentz, Goldman & Spitzer, as Bond Counsel.
17. Motion granting approval to appoint Parette Somjen Architects, as Architect.

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18. Motion granting approval to appoint Florence Dolobach as Custodian of Public Records.
19. Motion granting approval to appoint Timothy Mantz as Public Agencies Compliance Officer.
20. Motion granting approval to appoint Superintendent/Principal as Position Control Officer.
21. Motion granting approval to appoint Integrity Consulting Group as our Dental broker.
22. Motion granting approval to advertise for all contracted personnel and contractual commitments as appropriate.

G. PLANT

Motion made by Mrs. Eller and seconded by Mr. Freda granting approval of a Long Range Facilities Plan through the year's 2009- 2012/2012-2015 pending acceptance of proposed plan.

Motion carried by unanimous roll call vote.

H. SPECIAL EDUCATION / OTHER INFORMATION

Motion made by Mrs. Vitalos and seconded by Mrs. Eller of consent for items 1 – 2

Motion carried by unanimous roll call vote.

1. Motion granting approval of Board of Education Committees as follows:
Curriculum/Policy: Eller, Freda, Hartl, Vitalos, Wydner; **Finance:** Dufner, Hartl, Howley Moore; **Liaison/Pub Relations:** Eller, Freda, Wydner; **Negotiations:** Dufner, Eller, Howley, Moore, Vitalos; **Personnel:** Del Salto, Eller, Hartl, **Technology/Facilities:** DelSalto, Freda, Wydner.
2. Motion granting approval of the Adoption of Code of Ethics.

Moved to the Regular Board Meeting Minutes

APPROVAL OF MINUTES – Regular Meeting – April 9, 2018

Motion made by Mrs. Eller and seconded by Mrs. Vitalos granting approval of the Regular Minutes on April 9, 2018.

Motion carried by voice vote all voting affirmative.

APPROVAL OF MINUTES – Executive Session – April 9, 2018

Motion made by Mrs. Eller and seconded by Mr. Vitalos granting approval of the Executive Session Minutes on March 9, 2018.

Motion carried by voice vote all voting affirmative.

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APPROVAL OF MINUTES – Regular Meeting – May 7, 2018

Motion made by Mrs. Eller and seconded by Mrs. Vitalos granting approval of the Regular Minutes on May 7, 2018.

Motion carried by voice vote all voting affirmative.

APPROVAL OF MINUTES – Executive Session – May 7, 2018

Motion made by Mrs. Eller and seconded by Mr. Vitalos granting approval of the Executive Session Minutes on May 7, 2018.

Motion carried by voice vote all voting affirmative.

CORRESPONDENCE-N/A

PUBLIC PARTICIPATION – President

A. BUILDING LEVEL – (District/Memorial, Taylor)

1. Motion made by Mrs. DeSalto and seconded by Mrs. Eller to accept the 5/7/18 through 6/11/18 Harassment-Intimidation-Bullying Incident/Report as provided by the Superintendent of Schools.

Motion carried by unanimous roll call vote.

2. Motion made by Mrs. Del Salto and seconded by Mr. Freda to approve the 2018-2019 District Goals:

2018-2019 District Goals

Mission Statement:

The Washington Borough Public Schools, together in a partnership with our families, will build a community of lifelong learners and provide a balanced curriculum with expectations to meet Standards, as well as meeting the fundamental, academic, social, emotional and physical needs of all of our students.

Goal #1: Student Achievement/Technology

By May 2019, 75% of faculty will be trained in the use of Smart Board technology and will integrate technology into lesson plans designed to address specific skill deficiencies identified via data analysis, with the goal of having 25% of all students in grades 4-6 advance ten points on the 2018-2019 PARCC assessment for Language Arts Literacy and Mathematic as compared to 2017-2018 PARCC results.

Goal #2: Student Achievement

By May 2019, all students in grades 1-6 will have established measurable baseline and mid-year benchmark progress indicators for Language Arts Literacy.

Goal #3: Facilities

Develop a Capital Improvement Plan indicating project specific improvements/repairs that will assist in the development of the district's Long Range Facility Plan for the Memorial and Taylor Street Schools.

Motion carried by unanimous roll call vote.

B. CURRICULUM / TECHNOLOGY

- C. **CO-CURRICULAR / ACTIVITIES-Title IV will be reinstated for the 2018-2019 school year**

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D. FINANCE / BUDGET

**Motion made by Mrs. Dufner and seconded by Mrs. Eller of consent for items 1a – 7
Motion carried by unanimous roll call vote.**

1a. Motion 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 May, 2018, and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of May 31, 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)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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

2. Motion to adopt the following resolution to approve the 2018-19 tax requests;

Resolution for 2018-19 Tax Requests

WHEREAS, the amount required of \$5,054,235 has been approved by the Washington Borough Board of Education for local tax levy for 2018-2019 General Current Expense and the Board Secretary has notified the appropriate agencies using form A4F, and that the 2018-19 school year budget was adopted and the Chief School Administrator and Board Secretary were directed to implement the budget.

RESOLVED that the Borough of Washington is hereby requested to place in the hands of the Treasurer of School Moneys the district taxes needed to meet all interest and debt redemption charges, as per the 2018-19 A4F Form, in the amounts, and by the dates as listed, in accordance with the statutes relating thereto.

| <u>Date</u> | <u>General Fund</u> | <u>Debt Service</u> |
|---------------------|---------------------|---------------------|
| July 3, 2018 | 421,186.25 | 157,694 |
| August 1, 2018 | 421,186.25 | |
| September 1, 2018 | 421,186.25 | |
| October 2, 2018 | 421,186.25 | |
| November 1, 2018 | 421,186.25 | |
| December 1, 2018 | 421,186.25 | |
| January 2, 2019 | 421,186.25 | 40,969 |
| February 1, 2019 | 421,186.25 | |
| March 1, 2019 | 421,186.25 | |
| April 2, 2019 | 421,186.25 | |
| May 1, 2019 | 421,186.25 | |
| <u>June 1, 2019</u> | <u>421,186.25</u> | |
| Total | \$5,054,235 | \$198.663 |

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3. Motion to approve a substitute teacher rate of \$85/hour for the 2018-2019 school year.
4. Motion to approve a substitute nurse rate of \$125/hour for the 2018-2019 school year.
5. Motion to approve Learning Science International Marzano Teacher Evaluation Model for the 2018-2019 school year.
6. Motion to approve Achieve NJ Principal Evaluation Model for Principal Evaluations.
7. Motion to approve the 60-month lease agreement beginning August 2018 and ending July, 2023 with Municipal Capital Finance for the leasing of four copiers at a rate of \$895 per month plus a per copy charge of \$.004 for two of the copiers and \$.005 for two of the copiers which includes maintenance, service calls, preventative maintenance, parts, labors, drums, toner and developer.

E. LEGAL / LEGISLATIVE ISSUES

**Motion made by Mrs. Dufner and seconded by Mrs. Vitalos of consent for items 1 – 14
Motion carried by unanimous roll call vote.**

1. Motion to approve for a 2nd and final Reading, Bylaw 0169.02, Board Member Use of Social Networks (New) **Suggested**
2. Motion to approve for a 2nd and final Reading, Policy 3437 Teaching Staff Members, Military Leave (Revised) **Recommended**
3. Motion to approve for a 2nd and final Reading, Policy 4437 Support Staff Members, Military Leave (Revised) **Recommended**
4. Motion to approve for a 2nd and final Reading, Policy 5516.01, Students, Student Tracking Devices (New) **Recommended**
5. Motion to approve for a 2nd and final Reading, Policy 7425, Property – Lead Testing of Water in Schools (Revised) **Recommended**
6. Motion to approve for a 2nd and final Reading, Policy 7440, Property, School District Security (Revised) **Mandated**
7. Motion to approve for a 2nd and final Reading, Policy 7441 – Property, Electronic Surveillance in School Buildings and on School Grounds (Revised) **Mandated**
8. Motion to approve for a 2nd and final Reading, Policy 8507 – Operations, Breakfast Offer Versus Serve (OVS) (Revised) **Mandated**

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9. Motion to approve for a 2nd and final Reading, Policy 8630 – Operations, Bus Driver/Bus Aide Responsibility (Revised) **Recommended**
10. Motion to approve for a 2nd and final Reading, Policy 9242– Community, Use of Electronic Signatures (New) **Recommended**
11. Motion to approve submission of the School Safety Grant application in the amount of \$5000 to the New Jersey Safety Insurance Program.
12. Motion to approve a Shared Services Agreement with the Oxford Township Board of Education for the purpose of sharing a World Language Teacher for the 2018-2019 school year whereas the Oxford Township Board of Education will reimburse the Washington Borough Board of Education 50% of the total cost and overall pay and benefit package of Carmen Padilla who will serve as the World Language Teacher of record.
13. Motion to approve a Shared Services Agreement with the Mansfield Township Board of Education for the purpose of sharing a English as a Second Language (ESL) Teacher for the 2018-2019 school year whereas the Mansfield Township Board of Education will reimburse the Washington Borough Board of Education 50% of the total cost and overall pay and benefit package of Lizette Quinones who will serve as the English as a Second language Teacher of record.
14. Motion to approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2018-2019 school year for a management fee of \$5,678 and a breakeven, no cost guarantee food service operation, including the management fee.

F. PERSONNEL

**Motion made by Mrs. Moore and seconded by Mrs. Vitalos of consent for items 1 – 10
Motion carried by unanimous roll call vote.**

1. Motion to approve the enclosed medical leave document of Mrs. Pamela Venturini from May 24, 2018 through June 30, 2018
2. Motion to approve the enclosed medical leave document of Mrs. Cynthia Hausamann from May 25, 2018 through June 30, 2018
3. Motion to approve Mrs. Nina Frinzi as Learning Language Disabilities Primary teacher at a salary of \$69,215. (B.A. Step 17 on the 2017-2018 W.E.A. Salary Guide plus benefits).
4. Motion to approve Mrs. Karrie Schulok as a Preschool teacher at a salary of \$56,190. (MA. Step 4 on the 2017-2018 W.E.A. Salary Guide plus benefits).

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5. Motion to approve Ms. Samantha Richards as a Behavior Disabilities teacher at a salary of \$56,265. (B+15 Step 5 on the 2017-2018 W.E.A. Salary Guide plus benefits).
6. Motion to approve Matthew Chioffe as summer custodial help.
7. Motion to approve the enclosed list of Summer School 2018 Professional and Support Staff.
8. Motion to approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administrator Services for the 2018-2019 school year at a fee of \$65,000.
9. Retroactive motion to May 24, 2018 to add Mrs. Tina Segreaves to our Substitute Teacher's List for the 2017-18 school year.
10. Motion to add Mrs. Kristine Maguire to our Substitute Teacher's List for the 2017-18 school year.

G. PLANT

H. SPECIAL EDUCATION / OTHER INFORMATION

**Motion made by Mrs. Moore and seconded by Mrs. Del Salto of consent for items 1 – 9
Motion carried by unanimous roll call vote.**

1. Motion to accept comprehensive (student and) staff attendance data (with all fire drill reports, *if applicable*) for the month of May 2018.
2. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide Speech Therapy services for the 2018-2019 school year at an hourly rate of \$85 and a rate of \$450 per evaluation.
3. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide BCBA services for 2018-2019 school year at a rate of \$85 per hour for 6.5 hours per week.
4. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide Occupational Therapy services for the 2018-2019 school year at an hourly rate of \$85 and a rate of \$450 per evaluation.
5. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide Physical Therapy services for the 2018-2019 school year at an hourly rate of \$85 and a rate of \$450 per evaluation.

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6. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide Speech Therapy services for the 2018 extended school year at an hourly rate of \$85 and a rate of \$450 per evaluation.
7. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide occupational therapy services for the 2018 extended school year at an hourly rate of \$85 and a rate of \$450 per evaluation.
8. Motion to approve a memorandum of agreement with the Warren County Special Services School District to provide physical therapy services for the 2018 extended school year at an hourly rate of \$85 and a rate of \$450 per evaluation.
9. Motion to approve a tuition contract for placement of the identified student in the Warren Hills Regional School District 2018 Extended-School Program, 7/2/18-7/30/18, 8:30-1:30, M-F, at a rate of \$5,075.40.

•**SUPERVISOR OF INSTRUCTION’S REPORT – Curriculum & Instruction** - Memorial School (Mr. E. Jenkins) PARCC is complete/commend the teachers for a job well done. Students commenting that the test questions were familiar. LEED program on Wednesday was a success and students had a good time. Mr. White did a great job Thursday and Friday for Field day.

•**PRINCIPAL’S REPORT** – Taylor Street School (Mrs. S. Koeppen) LEED day at Taylor was a success as well as Field Day. The children especially loved “Soggy Pants”. Teachers are finishing up their SGO’s. Mrs. Borrmann working on a \$1000 grant to provide shade & UV protection and is also looking into a rain garden grant.

•**SUPERINTENDENT/PRINCIPAL’S REPORT** – District (Mrs. J. Nassry) Staff in-service on Monday on how to implement Go-Math.

At 7:50p.m. Mr. Jenkins, Mrs. Koeppen, Mr. Mantz and Mrs. Dolobach left the Executive portion of the meeting.

EXECUTIVE SESSION

At 7:50 P.M. a motion was introduced by Mrs. Eller and seconded by Mrs. Vitalos granting approval to pass the following resolution:

WHEREAS: Section 8 of the Open Public Meeting Act, chapter 231, P.L. 1975 Permits the exclusion of the public from meeting in certain circumstances:

WHEREAS, this public body is of the opinion that such circumstances presently exist:

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NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Washington, County of Warren and State of New Jersey:

- (1) The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
- (2) The general nature of the subject matter to be discussed is as follows: (Personnel)
- (3) It is anticipated at this time that the above-stated subject matter will be made public as soon as it is in the best interest of the public.
- (4) This resolution shall take effect immediately.
- (5) Action may be taken.

Motion carried by unanimous voice vote.

At 8:39 P.M. motion was introduced by Mrs. Vitalos and seconded by Mrs. Eller granting approval to reconvene the meeting in regular session.

Motion carried by unanimous voice vote.

Adjournment

At 8:40 P.M motion was introduced by Mrs. Vitalos and seconded by Mrs. Eller granting approval to adjourn the meeting.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator