

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – April 29, 2019 at 7:30 p.m.**  
**Approved on May 13, 2019**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

Vice-President, Melissa Vitalos called the meeting to order at 7:31 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

Vice-President, Melissa Vitalos

Kristan Dufner

Lisa Eller

Ana Del Salto

Carmine Freda

Holly Masenior

Absent

President, Bartley Howley

Adam Robinson

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. PRESENTATIONS**

**III. COMMUNICATIONS TO THE BOARD**

Mrs. Nassry referred to the letter to the Board from John Zaiter.

**IV. ADMINISTRATIVE REPORTS**

Mr. Jenkins said that STEAM night was a success and thanked all the teachers for all their help. He said the WIFI held up with two grade levels testing at the same time.

Mrs. Koeppen said that staff has a better handle on the RTI and we are seeing the benefits of the programs.

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Mrs. Nassry said this year's summer program will begin June 18- July 2<sup>nd</sup>. She reported that the summer program has been shorten but with an extended day in order to accommodate the roof project. She also said that students in Tiers 1 thru 3 will be recommended to the summer program.

**V. PUBLIC COMMENT**

Ann Kaspereen heard that Mary Poppins was a success. She also reported that the WEA will be sending invites for the volunteer recognition dinner.

**VI. 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 Carmine Freda, to approve the following board affairs agenda items **1.1** through **1.25**;

Motion carried by unanimous roll call vote.

- 1.1 To approve the minutes of March 11, 2019 regular meeting.
- 1.2 To approve the minutes of April 8, 2019 special meeting.
- 1.3 To entertain the second reading of Bylaw 0141.1 Board Member and Term (Revised)
- 1.4 To entertain the second reading of Bylaw 0141.2 Board Member and Term (Revised)
- 1.5 To entertain the second reading of Policy 2422 Health and Physical Education (Rev)
- 1.6 To entertain the second reading of Policy 2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (Rev)
- 1.7 To entertain the second reading of Policy 2610 Educational Program Evaluation (Rev)
- 1.8 To entertain the second reading of Policy 5111 Eligibility of Resident/Nonresident Students (Revised)
- 1.9 To entertain the second reading of Policy 5330.04 Administering an Opioid Antidote (Revised)
- 1.10 To entertain the second reading of Policy 5337 Service Animals (Revised)
- 1.11 To entertain the second reading of Policy 5756 Transgender Students (Revised)
- 1.12 To entertain the second reading of Policy 7440 School District Security (Revised)
- 1.13 To entertain the second reading of Policy 8561 Procurement Procedures for School Nutrition Programs (Revised)
- 1.14 To entertain the second reading of Policy 8860 Memorials (Revised)
- 1.15 To entertain the second reading of Policy 2415.06 Unsafe School Choice Option (Revised)
- 1.16 To entertain the second reading of Policy 5600 Student Discipline/Code of Conduct (Revised)

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- 1.17 To entertain the second reading of Policy 5611 Removal of Students for Firearms Offenses (Revised)
- 1.18 To entertain the second reading of Policy 5612 Assaults on District Board of Education Members or Employees (Revised)
- 1.19 To entertain the second reading of Policy 5613 Removal of Students for Assaults with Weapons Offenses (Revised)
- 1.20 To entertain the second reading of Policy 8461 Reporting Violence, Vandalism, harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (Revised)
- 1.21 To entertain the first and only reading of Regulation 2260, Affirmative Action Program for School and Classroom Practices.
- 1.22 To entertain the first and only reading of Regulation 5750, Equal Educational Opportunity.
- 1.23 To entertain the first and only reading of Regulation 5751, Sexual Harassment.
- 1.24 To entertain the first reading of Policy 4240, Employee Training.
- 1.25 To entertain the first and only reading of Regulation 4240, Employee Training.

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

Motion made by Lisa Eller, seconded by Holly Masenior, to approve the following business affairs agenda items **2.1** through **2.12**;

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 March, 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 March 31, 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 April 29, 2019 current expense food service and regular account bill list.
- 2.3 To approve budget transfers as presented
- 2.4 To approve a joint transportation agreement with the Sussex County Regional Transportation Cooperative for the 2019-2020 school year with an administrative Fee of 4%.
- 2.5 To approve the related services memorandum of agreement with the Warren County Special Services School District for the 2019-20 school year.
- 2.6 To approve a contract with the State of New Jersey Department of Human Services Commission for the Blind and Visually Impaired to provide Education Level 3 services for the identified student for the 2018-19 school year at a cost of \$12,600.
- 2.7 To approve the Toilet Room Facilities for Early Intervention Classrooms for the 2018-2019 school year.

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- 2.8 To approve the amendment to the WEA proposed contract Article IV Teacher Work Year (B) Scheduling to read “1) The teachers’ full day schedule shall consist of six (6) hours and fifty (50) minutes on **Mondays** and seven (7) hours Tuesday-Friday”.
- 2.9 To approve the 2019-2020 school district budget as follows:

BE IT RESOLVED to approve the 2019-2020 school district budget as follows:

	Budget	Local Tax Lev
General Fund	\$8,826,216	\$5,155,320
Special Revenue Fund	683,087	
<u>Debt Service Fund</u>	<u>190,288</u>	<u>190.288</u>
Total Base Budget	\$9,699,591	\$5,345,608

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

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.

- 2.10. To approve a Delta Dental coverage rate renewal of 3% for the period of 7/1/19 through 6/30/21.
- 2.11 WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Washington Borough Board of Education ("Board") advertised and solicited bids for Partial Roof Replacement; and WHEREAS, the Board received bids from the following:

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Strober-Wright Roofing, Inc.	\$256,250.00
Laumar Roofing, Inc.	\$330,000.00
S J. Carney Roofing & Maintenance, Inc.	\$355,000.00

WHEREAS, the lowest bid received was from Strober-Wright Roofing in the amount of \$256,250.00; and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to Strober-Wright Roofing, Inc.; and

WHEREAS, the Board Attorney has reviewed the bids for legal sufficiency and has determined that Strober-Wright Roofing has submitted all of the required documents and materials and is therefore the lowest responsible and responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the Washington Borough Board of Education that a contract is hereby awarded to Strober-Wright Roofing, Inc. in the amount of \$ 256,250.00 for the Partial Roof Replacement at Memorial School.

BE IT FURTHER RESOLVED that Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

BE IT FURTHER RESOLVED that Tim Mantz, School Business Administrator, is hereby authorized to execute all change orders and such other documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Strober-Wright Roofing, Inc. Additionally, the Business Administrator verifies that funds are available for this project in the FY 2018-2019 Budget utilizing funds from the Board's Maintenance Expenditure Account.

- 2.12 To approve a tuition contract for placement of the identified student DLC New Providence Extended-School Program, 6/26, 6/27, 6/28/19, tuition not to exceed \$1542. plus, transportation.

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

Motion made by Lisa Eller, seconded by Ana Del Salto, to approve the following personnel affairs agenda items **3.1** through **3.8**.

Motion carried by unanimous roll call vote.

- 3.1 To accept comprehensive student and staff attendance data (*with all fire drill reports, if applicable*) for the Month of March 2019.
- 3.2 To approve Ms. Erica Russell to move from Step 4B (\$53,700) to Step 4B+15 (\$54,300). on the W.E.A. salary guide effective May 15, 2019.
- 3.3 To approve Mrs. Denise DeMasi as mentor to Mrs. Allison Chatel as per legislation N.J.A.C. 6A:9B-8.9; N.J.A.C. 6A:9C-4.2(b) 6; N.J.A.C. 6A:9C-5.3.
- 3.4 To approve to advertise for a school nurse vacancy.
- 3.5 To approve Jessica Nissen as a substitute teacher for remainder of the 2018-2019 academic year pending receipt of substitute credentials.
- 3.7 To approve with regret the retirement from Mrs. Cynthia Benvenuto effective June 30, 2019.

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- 3.8 To approve the enclosed list of workshops for staff from September 5 through those listed on the attachment that includes staff member's name, said workshop name with location, date and cost of workshop and mileage as applicable.

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

Motion made by Lisa Eller, seconded by Carmine Freda, to approve the following school affairs agenda items **4.1** through **4.3**.

Motion carried by unanimous roll call vote.

- 4.1 To affirm the administrative decision regarding the following HIB cases: System assigned incident #8, 9, and 10.
- 4.2 To retroactively approve the use of Memorial School gym by Junior Streaks Youth Basketball Association to hold a clinic from April 1 through May 31, 2019 from 6:00-7:30 on Tuesdays and Thursdays.
- 4.3 To approve the 2019-2020 Washington Borough School Calendar.

**VII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:40 pm on a motion by Lisa Eller, seconded by Ana Del Salto.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Board Secretary/B.A.