

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

**I. INTRODUCTORY ITEMS**

A. Call the meeting to order

B. Flag Salute

C. Reading of the Notice of Public Meeting

The New Jersey Open Public Meeting 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 meeting.

D. Roll Call

Ana Del Salto	_____	Bartley Howley	_____
Kristen Dufner	_____	Holly Masenior	_____
Lisa Eller	_____	Adam Robinson	_____
Carmine Freda	_____	Melissa Vitalos	_____

**II. REORGANIZATION MOTIONS AND APPOINTMENTS**

**A. Reorganization Motions**

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt reorganizations motions numbers 1 through 10 as a slate.

1. To adopt all existing policies of the Board of Education and approve the regulations contained in the Board Policy manual with the stipulation that the Board may further amend and supplement Board policies establishing its own bylaws and operational procedures and to adopt Roberts Rules of order in all cases where it is not inconsistent with the statute or administrative code.
2. For approval and acceptance of all the existing Washington Borough School District curriculum and services.
3. To adopt all existing curriculum and textbooks currently in use for the ensuing year.
4. To continue all current Board contractual commitments
5. To designate the Express-Times and the Star Ledger as the official newspapers for all legal advertisements and meeting notices.
6. To designate PNC, as principal depository for district funds and authorizing the Board President, the Treasurer, and Board Secretary to sign all; Current Account, Payroll Account, Payroll Agency Account, and School Cafeteria Account checks.
7. Authorizing the Superintendent, Board Secretary, Assistant Board Secretary, and Administrative Secretary to sign all Student Activity Account checks.
8. To authorize the Treasurer and Board Member names to be on investments accounts.

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

9. To designate the Business Administrator or Assistant Board Secretary as responsible for maintaining petty cash for disbursements not to exceed \$50 each.
10. Authorizing the Business Administrator or Assistant Board Secretary to transfer funds between Washington Borough accounts.

**ROLL CALL VOTE**

Del Salto	_____	Dufner	_____	Eller	_____
Freda	_____	Masenor	_____	Robinson	_____
Vitalos	_____	Howley	_____		

**B. Appointments and Re-Appointments**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to make the following appointments 1 through 25 for the 2019-2020 school year.

1. Tim Mantz, as Board Secretary.
2. Florence Dolobach as Petty Cash Fund and Custodian.
3. Jessica Hanics, as Treasurer of School Monies.
4. Dr. Victor Rodriguez, New Beginnings as School Physician
5. Parette Somjen Architecture as the district architect of record
6. Brown and Brown as Insurance Broker of Record for Property/Casualty
7. Intergrity Consulting Group as employee benefits broker of record.
8. Jacqueline Nassry as ADA Coordinator
9. Jacqueline Nassry as Affirmative Action Officer and Title IX Coordinator
10. Jacqueline Nassry as Data Coordinator
11. Earl Jenkins as 504 Officer
12. Earl Jenkins as School Lunch Hearing Officer
13. Earl Jenkins as School Security Specialist
14. Superintendent and Principal of each building as Truancy Officers
15. Tim Mantz as Public Agency Compliance Officer
16. Tim Mantz as Administrator of Cafeteria
17. Tim Mantz as Qualified Purchasing Agent
18. Florence Dolobach as RTK and AHERA Coordinator
19. Florence Dolobach as Integrated Pest Management Coordinator
20. Florence Dolobach as Chemical Hygiene Officer
21. Florence Dolobach as Custodian of Records
22. Sherry Koeppen as Homeless Liaison
23. Sherry Koeppen as I & RS Officer
24. Broschious, Fischer & Zaiter as board attorney
25. Ardito & Co., LLP as school district auditor

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

ROLL CALL VOTE

Del Salto	_____	Dufner	_____	Eller	_____
Freda	_____	Masenor	_____	Robinson	_____
Vitalos	_____	Howley	_____		

**III. COMMUNICATIONS TO THE BOARD**

**IV. ADMINISTRATIVE REPORTS**

Mr. Jenkins: Supervisor of Instruction

Mrs. Koeppen: Principal/CST

Mrs. Nassry: Superintendent

**V. PUBLIC COMMENT**

**VI. 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 \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following board affairs agenda item **1.1 through 1.2.**

1.1 To approve the minutes of May 13, 2019 regular meeting

1.2 To approve the minutes of May 13, 2019 executive session meeting.

ROLL CALL VOTE

Del Salto	_____	Dufner	_____	Eller	_____
Freda	_____	Masenor	_____	Robinson	_____
Vitalos	_____	Howley	_____		

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

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following business affairs agenda item **2.1 through 2.20.**

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

- 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 May, 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 May 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 6/10/16 current expense food service and regular account bill list.
- 2.3 To approve budget transfers as presented
- 2.4 To retroactively approve to 5/13/19 CCBH Inc. to provide home instruction services for a student attending the Center for Children's Behavioral Health at a cost of \$75. per hour not to exceed 10 hours per week.
- 2.5 To approve submission of the School Safety Grant application in the amount of \$4500 to the New Jersey Safety Insurance Program.
- 2.6 To approve Jacqueline Nassry as Affirmative Action Officer for the 2019-2020 school year.
- 2.7 To approve the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan.
- 2.8 To approve the submission of the Three-Year Comprehensive Equity Plan 2019-22.
- 2.9 To approve to submit 2019-2020 ESEA and IDEA grant applications with Assurances.
- 2.10 To approve the 2019-2020 contract for Mrs. Sherry N. Koeppen as Taylor Street School principal at a salary of \$105,575. plus a stipend of \$5000 for Director of Child Study Team.
- 2.11 To approve the 2019-2020 contract for Mr. Earl Jenkins as Supervisor of Instruction at a salary of \$103,488.
- 2.12 To approve the 2019-2020 contract for Mrs. Florence Dolobach as B.O.E. Assistant Secretary/Educational Facilities Manager at a salary of \$62,854.
- 2.13 To approve the 2019-202 contract for Mrs. Sharon Gulick as Superintendent/Principal Secretary at a salary of \$65,114 plus a stipend of \$4820 for substitute calling and \$3235 for secretarial supervision.
- 2.14 To approve the 2019-2020 contract for Mrs. Jessica Hanics as B.O.E. Treasurer of School Monies at a salary of \$6,834.
- 2.15 To approve the establishment of a Capital Reserve account.
- 2.16 To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2019-2020 school year for

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

- a management fee of \$5,786.16 and a breakeven, no cost guarantee food service operation, including the management fee.
- 2.17 To approve the Waste Management Service Agreement for Memorial and Taylor Street Schools as per the enclosure.
- 2.18 To approve a tuition contract for placement of the identified student in the Franklin Township School District 2019 Extended School Program, 6/18/19 – 8/1/19, 8:30-1:30, M-F, at a rate of \$1000, excluding related services and transportation.
- 2.19 To approve a tuition contract for placement of the identified student in the Franklin Township School district 2019-20 school year at a rate of \$27,712, excluding related services and transportation.
- 2.20 To approve the following resolution:

WHEREAS, NJSA 18a:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Washington Borough Board of Education wishes to transfer unanticipated excess current year or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Washington Borough Board of Education has determined that an amount not to exceed \$250,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Washington Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**ROLL CALL VOTE**

Del Salto	_____	Dufner	_____	Eller	_____
Freda	_____	Masenor	_____	Robinson	_____
Vitalos	_____	Howley	_____		

**Consent Agenda Motion: PERSONNEL AFFAIRS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following personnel affairs agenda item **3.1** through **3.14**.

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

- 3.1 To approve the comprehensive student and staff attendance data *(with all fire drill reports, if applicable)* for the Month of May, 2019.
- 3.2 To approve Jessica Nissen as the district's behavior disabilities teacher for the 2019-2020 academic year at a salary of \$51,105. (Step 0, BA) on the W.E.A. salary guide with single benefits pending receipt of certificate requirement.
- 3.3 To approve Karen Jurkowski as School Nurse for Taylor Street School for the 2019-2020 academic year at a salary of \$53,705. (Step 2, BA) on the W.E.A. salary guide with single benefits pending receipt of certificate requirement.
- 3.4 To approve Corlynn Housman as long-term substitute music teacher covering Mrs. Birdsall position from September 1, 2019 through December 31, 2019 at a prorated salary of \$53,705 (Step 3 BA) on the W.E.A. salary guide with single benefits.
- 3.5 To approve Kaitlyn Rosario as the district's kindergarten teacher for the 2019-2020 academic year at a salary of \$56,410. (Step 2, MA) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.6 To approve Tara Betancourt as the district's first grade teacher for the 2019-2020 academic year at a salary of \$55,865. (Step 5, BA) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.7 To approve Ms. Kaitlyn Smith as part-time paraprofessional for the 2019-20 school year at a rate of \$20.48 per hour not to exceed 29 hours per week pending receipt of credentials.
- 3.8 To approve Ms. Jillian Adie as part-time paraprofessional for the 2019-20 school year at a rate of \$20.98 per hour not to exceed 29 hours per week pending receipt of credentials.
- 3.9 To approve Jessica Whiffen as part-time paraprofessional of the identified student in the Franklin Township School District 2019 Extended School Program, 6/18/19 - 8/1/19, 8:30-1:30, M-F at a rate of \$20.48 per hour not to exceed 29 hours pending receipt of credentials.
- 3.10 To approve Kimberly Ortiz as summer custodian pending receipt of substitute credentials.
- 3.11 To approve Ms. Katelyn Weiss to move from Step 3B+30 (\$54,850) to Step 3M. (\$56,405) on the W.E.A. salary guide effective September 1, 2019.
- 3.12 To approve to advertise for the following: a part time English as a Second Language Teacher position.
- 3.13 To authorize the Superintendent of Schools to take appropriate action to effectuate necessary emergent hires in order to address unfilled vacancies that may occur between today and the date of the next Board of Education meeting to ensure the district's schools are appropriately staffed to provide support and instruction during the 2019-2020 academic year. Any such hires are subject to ratification and approval by the Board of Education at its next regularly scheduled meeting.

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**REGULAR SCHOOL BOARD MEETING**  
**June 10, 2019**  
**Agenda**

- 3.14 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.

**ROLL CALL VOTE**

Del Salto	_____	Dufner	_____	Eller	_____
Freda	_____	Masenor	_____	Robinson	_____
Vitalos	_____	Howley	_____		

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

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following school affairs agenda item **4.1 through 4.2.**

- 4.1 To approve the administrative decision regarding the following HIB cases: System assigned incident #11 - 15.
- 4.2 To approve Karen Nash Memorial Butterfly Garden NABA Day annual Butterfly Count Day on July 20, 2019 (rain date: 7/21), 10:00-2:00 and to provide custodial services not to exceed \$175.

**ROLL CALL VOTE**

Del Salto	_____	Dufner	_____	Eller	_____
Freda	_____	Masenor	_____	Robinson	_____
Vitalos	_____	Howley	_____		

**VII. EXECUTIVE SESSION:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following resolution to enter into executive session at \_\_\_\_\_ p.m.

This executive session is expected to last about 20 minutes. The general nature of the subject matter to be discussed is Personnel.

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.

**WASHINGTON BOROUGH BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING**

**June 10, 2019**

**Agenda**

**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.

**VIII. ADJOURNMENT**

Motion made by \_\_\_\_\_seconded by \_\_\_\_\_, to adjourn at \_  
\_\_\_\_p.m.