

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – June 10, 2019 at 7:30 p.m.**  
**Approved on August 26, 2019**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

President, Bartley Howley called the meeting to order at 7:33 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

President, Bartley Howley  
Vice-President, Melissa Vitalos  
Ana Del Salto  
Lisa Eller  
Carmine Freda  
Holly Masenior  
Adam Robinson

Absent

Kristen Dufner

Others Present

Jacqueline Nassry, Superintendent  
Tim Mantz, Business Administrator/Board Secretary  
Sherry Koeppen, Principal  
Earl Jenkins, Supervisor of Instruction

**II. REORGANIZATION MOTIONS AND APPOINTMENTS**

**A. Reorganization Motions**

Motion made by Lisa Eller, seconded by Melissa Vitalos, to adopt reorganizations motions numbers 1 through 10 as a slate.

Motion carried by unanimous roll call vote.

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.

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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.
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.

**B. Appointments and Re-Appointments**

Motion by Melissa Vitalos, seconded by Lisa Eller, to make the following appointments 1 through 25 for the 2019-2020 school year.

Motion carried by unanimous roll call vote.

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

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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

**III. COMMUNICATIONS TO THE BOARD**

Mrs. Nassry stated that she had received a letter of interest for the vacant Board seat from a person who owned land in Washington Borough but did not live in the town. As a result, that person is not eligible to be on the Board.

**IV. ADMINISTRATIVE REPORTS**

Mr. Jenkins reviewed recent student events for the Board. He commented that both Field Days went well and recognized Mr. White for all of his efforts. He said that the fourth grade had a “Safe Routes” program today that was very good.

Mrs. Koeppen told the Board that the first grade also had a “Safe Routes” program that day and it was well done. She said that the various promotion ceremonies at the Taylor Street School went well. She also thanked the “Green Team” for planting a new tree at the School. Mrs. Koeppen told the Board that she has received numerous resumes for the open positions at Taylor and is in the process of working through them.

Mrs. Nassry was pleased to tell the Board that the district hosted the Performance Division of the NJ DOE a few weeks ago. As a result of the significant progress made by the students of Washington Borough, the Division came in to see what the district has done to spur such educational growth. Mrs. Nassry reviewed what was discussed. She told the Board that she was proud of both Mr. Jenkins and Mrs. Koeppen for all of their hard work and thanked the staff for its continual collaboration and effort with the program changes put into place to achieve this success. She also thanked the Board for its continued support.

**V. PUBLIC COMMENT**

Ann Kaspereen mentioned upcoming Google training workshops should any of the staff be interested.

**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 Melissa Vitalos, seconded by Lisa Eller, to approve the following board affairs agenda items **1.1** through **1.2**;

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Motion carried by unanimous roll call vote.

- 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.

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

Motion made by Lisa Eller, seconded by Carmine Freda, to approve the following business affairs agenda items **2.1** through **2.20**;

Motion carried by roll call vote. All members voting in the affirmative with Lisa Eller and Melissa Vitalos abstaining from motion 2.16.

- 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.
- 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.

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- 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 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, NJSIA 18a:21-2, NJSIA 18A:7G-31, and NJSIA 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.

**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 **3.15**.

Motion carried by unanimous 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 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.

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- 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.
- 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.
- 3.15 To approve Nicholas Helman as a summer substitute custodian pending the completion of all required paperwork.

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

Motion made by Lisa Eller, seconded by Ana Del Salto, to approve the following school affairs agenda items **4.1** through **4.2**.

Motion carried by unanimous roll call vote.

- 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.

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**VII. EXECUTIVE SESSION:**

Motion made by Melissa Vitalos, seconded by Lisa Eller, to adopt the following resolution to enter into executive session at 7:49 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.

Motion carried by unanimous voice vote.

**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.

**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. RECONVENE**

Motion by Lisa Eller, seconded by Ana Del Salto, to reconvene the meeting to public session at 8:09 p.m.

Motion carried by unanimous voice vote.

**IX. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:10 pm on a motion by Melissa Vitalos, seconded by Lisa Eller.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Board Secretary/B.A.