

WASHINGTON BOROUGH BOARD OF EDUCATION
Reorganization and Regular Meeting Minutes –June 8, 2020 at 7:30 p.m.
Approved on August 10, 2020

I. INTRODUCTORY ITEMS

CALL TO ORDER:

Vice-President, Melissa Vitalos called the meeting to order at 7:30 p.m. and asked everyone to please stand for the Pledge of Allegiance.

OPEN PUBLIC MEETINGS ACT:

Melissa Vitalos read the following statement:

The New Jersey Open Public Meetings Act was enacted to ensure 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

Lisa Eller

Ana Del Salto

Carmine Freda

Holly Masenior

Adam Robinson

Chris Bauknight

Absent

President, Bartley Howley

Kristen Dufner

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. REORGANIZATION MOTIONS AND APPOINTMENTS

A. Reorganization Motions

Motion made by Lisa Eller and seconded by Carmine Freda 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.

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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.
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 Lisa Eller, seconded by Ana Del Salto to make the following appointments 1 through 25 for the 2020-2021 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

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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

III. COMMUNICATIONS TO THE BOARD

Ms. Tracy Boss from Parette Somjen Architects explained to the board the current issues found under the shingles and with the roof. She also explained the change orders needed to complete the project.

IV. ADMINISTRATIVE REPORTS

Mr. Jenkins said breakfast and lunch pickup officially ended today. We have extended pickup for student's belongings and virtually everyone has picked up and dropped off their work.

Mrs. Koeppen thanked Earl for coordinating the second grade move to Memorial. Announced to the board that our Preschool grant has been approved. Preschool and Kindergarten registrations will now be done online. Currently working on staffing for next school year.

Mrs. Nassry said she attended online meeting with the state commissioner who laid out three possible plans for the next school year. One being the traditional school year, two being a hybrid plan with alternate schedules for students and thirdly the school year being done entirely online. Before the plan is chosen the Department of Health will have to review. Our school has been approved for the CARES grant and we will be purchasing more Chromebooks, so we have enough for all students. We will be communicating with parents throughout the summer months to keep them informed. Final faculty meeting will be held tomorrow, and all retirees will be recognized.

V. PUBLIC COMMENT N/A

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.

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A. Consent Agenda Motion: BOARD AFFAIRS

Motion made by Lisa Eller, seconded by Ana Del Salto, to approve the following board affairs agenda items **1.1 through 1.2**;

Motion carried by unanimous roll call vote.

1.1 To approve the minutes of May 11, 2020 regular meeting

1.2 To approve the 2020 School Self-Assessment of the NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, from July 1, 2019-June 30-2020 for Taylor Street and Memorial School.

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 2.17**;

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 May, 2020 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, 2020, 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 6/08/20 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To approve the CARES Emergency Relief Grant Statement of Assurance.
- 2.5 To approve the Comprehensive Equity Plan Statement of Assurance 2020-2021.
- 2.6 To approve the NJQSAC review placement results.
- 2.7 To approve the Comprehensive Equity Plan Statement of Assurance for 2020-2021.
- 2.8 To approve to submit the 2020-2021 ESEA Consolidated Grant with Assurances (Title I: \$131,893, Title IIa: \$14,484, Title III: Consortia \$1425; Title IV: \$10,000.).
- 2.9 To approve to submit the 2020-2021 IDEA Consolidated Grant with Assurances (Basic: \$144,578 and Preschool \$7885.).
- 2.10 To approve a tuition contract for placement of the identified student in the Warren Glen Academy for the 2020-2021 School Year at an annual tuition rate of \$56,853.80.
- 2.11 To approve the 2020-2021 contract for Mrs. Sherry N. Koeppen as Taylor Street School principal at a salary of \$108,478. plus a stipend of \$5000 for Director of Child Study Team.
- 2.12 To approve the 2020-2021 contract for Mr. Earl Jenkins as Supervisor of Instruction at a salary of \$106,334.
- 2.13 To approve the 2020-2021 contract for Mrs. Florence Dolobach as B.O.E. Assistant Secretary/Educational Facilities Manager at a salary of \$64,583.

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- 2.14 To approve the 2020-2021 contract for Mr. Colby Deemer as Maintenance Supervisor at a salary of \$51,375.
- 2.15 To approve the 2020-2021 contract for Mrs. Sharon Gulick as Superintendent/Principal Secretary at a salary of \$66,905 plus a stipend of \$4820 for substitute calling and \$3235 for secretarial supervision.
- 2.16 To approve the 2020-2021 contract for Mrs. Jessica Hanics as B.O.E. Treasurer of School Monies at a salary of \$6,834.
- 2.17 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.

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 approve the comprehensive student and staff attendance data (*with all fire drill reports, if applicable*) for the Month of May 2020.
- 3.2 To approve Ms. Jordan Cohen as a classroom teacher for the 2020-21 academic year at a salary of \$52,045. (Step 0, BA) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.3 To approve Ms. Vyundra Anderson as a classroom teacher for the 2020-21 academic year at a salary of 55,850. (Step 1, MA) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.4 To approve Ms. Olivia Stuber as a classroom teacher for the 2020-21 academic year at a salary of 52,045. (Step 0, BA) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.5 To approve Mr. Brian Rozanski as a classroom teacher for the 2020-21 academic year at a salary of 52,045. (Step 0, BA) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.6 To approve Ms. Pamela Brady as a part-time paraprofessional for the 2020-21 school year at a rate of \$21.57 per hour not to exceed 29 hours per week pending receipt of credentials.

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- 3.7 To approve Ms. Katie Zach as a part-time paraprofessional for the 2020-21 school year at a rate of \$21.07 per hour not to exceed 29 hours per week pending receipt of credentials.
- 3.8 To approve the following Professional Staff of ESY Summer School 2020: Mrs. Karrie Schulok-PS; Mrs. Kaitlyn Cardenas K-1; Ms. Jen Peters 2-3; Mrs. Rachel Coates 4,5,6; and Mrs. Megan Wade daily social skills group.

VI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:47 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.