

WASHINGTON BOROUGH BOARD OF EDUCATION
Reorganization and Regular Meeting Minutes –June 14, 2021, at 7:30 p.m.
APPROVED August 23, 2021

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

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 Ana DelSalto, seconded by Chris Bauknight, to make the following appointments 1 through 25 for the 2021-2022 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

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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- None

IV. ADMINISTRATIVE REPORTS

Mr. Jenkins

- The last security drill was the shelter in place to instructional lockdown. He stated they are assuring that things will be back to normal come September.
- Stated that we are finally seeing some normalcy at the end of the school year with our pillow polo event. It was a nice way to end the school year.
- Thanked all the custodians for keeping our school clean throughout the school year.

Mrs. Koeppen

- Stated that our modified field day event was a nice way to end the school year. Thanked Ms. LaCaruba for holding the event.
- Since of our Preschool program enrollment, 60% of our preschoolers do not need Kindergarten screening.
- Thanked Mrs. Nassry and Mr. Jenkins for their consistency and support.

Mrs. Nassry

- Stated our Promotional ceremonies went well and thanked Mr. Jenkins for a job well done. Masks were required during the ceremony for students and staff but we optional for parents and family members.
- Thanked the six-grade team for working hard on the ceremony.
- Thanked the board for their support throughout this year.
- The return plan is in place but we are still waiting for guidance from the DOE..

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**:

Motion carried by unanimous roll call vote.

- 1.1 To approve the minutes of the May 10, 2021 regular 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 **2.15**:

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 2021 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, 2021, 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 6/14/21 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To approve the 2021-22 LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i).
- 2.5 To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2021-22 school year for a management fee of \$5,948.40 and a loss no greater than \$5,000.
- 2.6 To approve a tuition contract for placement of the identified student in the Franklin Township School District 2021 Extended School Program, 6/14/21-7/28/21, M-F, at a rate of \$1500, excluding transportation.
- 2.7 To approve a tuition contract for placement of the identified student in the Mansfield Township School District 2021 Extended School Program, 6/28/21-7/29/21, 9:00-12 noon \$1751. excluding transportation.
- 2.8 To approve a tuition contract for placement of the identified student in the Northern Hills 2021 Extended School Program, 7/1-8/12, 8:30-2:30p.m. not to exceed \$15,250. with transportation.
- 2.9 To approve the Special Education State Performance Plan and Annual Performance Report for 2019-2020.
- 2.10 To approve to submit 2020-2021 ESEA Consolidated Amendment to include Title I (\$136,458) and Title II (\$18,058) Carryover funds.
- 2.11 To approve the School Security Drill Statement of Assurance.
- 2.12 To approve the Comprehensive Equity Plan Statement of Assurance 2021-2022

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- 2.13 To award the bid from Drill Construction Co., Inc. for site improvements at Taylor Street School in the amount of \$743,500.
- 2.14 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 \$750,000 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.
- 2.15 To approve the MOA for Psychologist from WCSSSD from September 1, 2021- June 30, 2023, at a rate of \$86.56 per hour for a minimum of 35 hours/week.

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 **3.17**.

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 2021.
- 3.2 To approve the 2021-2022 contract for Mrs. Sherry N. Koeppen as Taylor Street School principal at a salary of \$111,190. plus, a stipend of \$5000 for Director of Child Study Team.
- 3.3 To approve the 2021-2022 contract for Mr. Earl Jenkins as Supervisor of Instruction at a salary of \$108,992.
- 3.4 To approve the 2021-2022 contract for Mrs. Florence Dolobach as B.O.E. Assistant Secretary/Educational Facilities Manager at a salary of \$66,500.
- 3.5 To approve the 2021-2022 contract for Mrs. Sharon Gulick as Superintendent/Principal Secretary at a salary of \$68,578 plus a stipend of \$4820 for substitute calling and \$3235 for secretarial supervision.
- 3.6 To approve the 2021-2022 contract for Mr. Colby Deemer as Maintenance Supervisor at a salary of \$52,659.
- 3.7 To approve the 2021-2022 contract for Mrs. Jessica Hanics as B.O.E. Treasurer of School Monies at a salary of \$6,834.
- 3.8 To approve Ms. Tracy Rowe as Assistant to the Board Secretary commencing August 8, 2021, through June 30, 2022 at a prorated salary of \$65,000

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- 3.9 To approve Mrs. Christina Henderson as a classroom teacher for the 2021-22 academic year at a salary of 52,045. (Step 0, BA) on the 2018-2021 W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.10 To approve Ms. Catherine Dell Elba as a long-term substitute grade 3 classroom teacher from September 1, 2021, through January 31, 2022, for the 2021-22 academic year at a prorated salary of 52,045. (Step 0, BA) on the 2018-2021 W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.11 To approve Ms. Kaitlyn Haskoor as a classroom teacher for the 2021-22 academic year at a salary of 52,045. (Step 0, BA) on the 2018-2021 W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.12 To approve Ms. Emilee Segreaves as a classroom teacher for the 2021-22 academic year at a salary of 53,145. (Step 1, BA) on the 2018-2021 W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.13 To approve Mrs. Tiffany Farrington as a part-time paraprofessional for the 2021-22 school year at a rate of \$21.07 per hour not to exceed 29 hours per week pending receipt of credentials.
- 3.14 To approve Ms. Maryann Pratola as a part-time paraprofessional for the 2021-22 school year at a rate of \$21.57 per hour not to exceed 29 hours per week pending receipt of credentials.
- 3.15 To approve the following Summer School 2021 Professional and Support Staff for the 2021 Extended School Year Program, August 16-27, 9:00-11:30, staff salaries \$34 hourly, aides \$21.07 hourly.

ESY Staff, Teachers	R. Coates, J. Nissen, J. Peters, M. Wade
ESY Staff, Paras	J. Deemer, A. Germani, M. Kozlowski, T. Mazuca
ESY, Nurse	D.Knauer
ESY, Subs	L. Buhl, K.Cardenas, A. Chatel, K. MacManis, K. Schulok

- 3.16 To approve a maternity leave of absence request for Mrs. Megan Wade, from October 11, 2021, to December 23, 2021, utilizing 50 sick days then state maternity leave disability for 12 weeks and returning to work on March 21, 2022.
- 3.17 To approve to advertise for the following: Preschool Teacher P-3 and Special Education Certificate preferred, Paraprofessional for ESY at Franklin, June 14-July 8, Maternity Leave Replacement (September-December for Music), Maternity Leave Replacement (October – March) School Counselor and/or Social Worker, School Psychologist, Custodian, Part-time Aides, Substitute Teachers, Substitute Custodial

D. Consent Agenda Motion: SCHOOL AFFAIRS

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

Motion carried by unanimous roll call vote.

- 4.1 To affirm the administrative decision regarding the following HIB case: System assigned incident #1.

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VII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:48pm 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.