

WASHINGTON BOROUGH BOARD OF EDUCATION

REGULAR BOARD MEETING MINUTES - June 06, 2022

Approved 8/15/22

I. INTRODUCTORY ITEMS

CALL TO ORDER

Vice President, Melissa Vitalos, called the meeting to order at 7:00 p.m. and asked for everyone to please rise for the Pledge of Allegiance.

OPEN PUBLIC MEETING ACT

The New Jersey Open Public Meeting 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 meeting

ROLL CALL:

Present

Chris Bauknight

Lisa Eller

Carmine Freda

Joseph Kresefsky

Ya'el Kresefsky

Holly Masenior

Kevin Noone

Melissa Vitalos

Not Present

Bartley Howley

Presentation on STEAM Fair events by Faculty Members, Mrs. Slivka, Mrs. Szczerba and Mrs. Jones

II. REORGANIZATION MOTIONS AND APPOINTMENTS

A. Reorganization Motions

Motion made by Lisa Eller and seconded by Chris Bauknight to adopt reorganizations motions numbers 1 through 10.

Motion carried by affirmative roll call vote, with dissentions by Mr. Kresefsky and Mrs. Kresefsky on items 1, 2 and 3 and abstentions by Mr. Kresefsky and Mrs. Kresefsky on items 4, 8, and 10.

Mr. Kresefsky inquired as to the reason for Board Members to be named with accounts on Item 8. *Mr. Mantz explained that the Board President is required to be included on bank accounts, but that the district doesn't currently have any investment accounts.*

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

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- 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.
 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 Carmen Freda, seconded by Lisa Eller to make the following appointments 1 through 25 for the 2022-2023 school year.

Motion carried by affirmative roll call vote, with abstentions by Mr. Kresefsky and Mrs. Kresefsky.

1. Tim Mantz, as Board Secretary.
2. Tracy Rowe 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. Intergriety 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

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15. Tim Mantz as Public Agency Compliance Officer
16. Tim Mantz as Administrator of Cafeteria
17. Tim Mantz as Qualified Purchasing Agent
18. Colby Deemer as RTK and AHERA Coordinator
19. Colby Deemer as Integrated Pest Management Coordinator
20. Colby Deemer as Chemical Hygiene Officer
21. Tracy Rowe as Custodian of Records
22. Sherry Koeppen as Homeless Liaison
23. Sherry Koeppen as I & RS Officer
24. Broscious, Fischer & Zaiter as board attorney
25. Ardito & Co., LLP as school district auditor

III. COMMUNICATIONS TO THE BOARD - None

IV. ADMINISTRATIVE REPORTS

Mr. Jenkins: Supervisor of Instruction

- Provided updates on the various school activities taking place at Memorial, including grade level Field Day events and Spring Fair community event.
- Provided updates on the recent security drills, including active lockdown drill.
- Reported that the NJSLA testing has concluded in the district and that the technology infrastructure held up well during the testing period.

Mrs. Koeppen: Principal/CST

- Provided updates on the school events taking place at Taylor School, including the Move Up days for Preschoolers and First graders. Field day events, including Bubble Day and Water Day and Trike-A-Thon which raised funds for St. Jude's Children's Hospital.
- Provided updates on the Summer ESY and Accelerated Learning Programs commencing June 21.

Mrs. Nassry: Superintendent

- Provided updates on the multiple facility projects scheduled for this summer:
 - Window project at Taylor, replacing 71 windows and multiple exit doors.
 - Flooring updates at Taylor, basement rooms and hallways as well as the main office.
 - Fire doors at Taylor and Memorial as recommended by the recent fire inspection will be replaced.
 - Roof replacement on storage shed at Memorial

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V. PUBLIC COMMENT

- Peter Galladay, Port Colden resident, inquired on the process for policy approval. Also inquired on safety security at the district schools in wake of the recent tragedy in Ulvalde TX.
- Ann Kaspereen, Taylor faculty member, spoke about the trike-a-thon held at Taylor and the impact it had on Preschoolers.
- Ray Quinlan, Park Ave resident, inquired on the process for implementing district policy as well as curriculum.

Public Comment Session Closed – 7:43 p.m.

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 Chris Bauknight, seconded by Lisa Eller, to approve the following board affairs agenda item **1.1-1.17**.

Motion carried by affirmative roll call vote, with abstentions by Mr. Kresefsky on Item 1.2 and dissention by Mrs. Kresefsky on item 1.2.

- 1.1 To approve the minutes of the May 9, 2022 regular meeting.
- 1.2 To approve the District Goals for 2022-2023
- 1.3 To abolish Policy 1648.14 Safety Plan for Healthcare Settings in School Buildings COVID-19 (M)
- 1.4 To entertain the first reading of Policy 1648.15, Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (New)
- 1.5 To entertain the first reading of Policy 2415.04, Title I – District -Wide Parent and Family Engagement (M) (Revised)
- 1.6 To entertain the first reading of Policy 2415.50, Title I – School Parent and Family Engagement (M) (New)
- 1.7 To entertain the first reading of Policy 2416.01, Postnatal Accommodations for Students (New)
- 1.8 To entertain the first reading of Policy 2417, Student Intervention and Referral Services (M) (Revised)
- 1.9 To entertain the first reading of Policy 3161, Examination for Cause (Revised)
- 1.10 To entertain the first reading of Policy 4161, Examination for Cause (Revised)

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- 1.11 To entertain the first reading of Policy 5512, Harassment, Intimidation, and Bullying (M) (Revised)
- 1.12 To entertain the first reading of Policy 7410, Maintenance and Repair (M) (Revised)
- 1.13 To entertain the first and only reading of Regulation 7410, Maintenance and Repair (M) Revised
- 1.14 To entertain the first and only reading of Regulation 7410.01, Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
- 1.15 To entertain the first reading of Policy 8420, Emergency and Crisis Situations (M) (Revised)
- 1.16 To entertain the first reading of Policy 9320, Cooperation with Law Enforcement Agencies (M) (Revised)
- 1.17 To entertain the first and only reading of Regulation 9320, Cooperation with Law Enforcement Agencies

B. Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by Lisa Eller, seconded by Chris Bauknight to approve the following business affairs agenda item **2.1** through **2.13**.

Motion carried by affirmative roll call vote, with dissensions by Mr. Kresefsky and Mrs. Kresefsky on item 2.10 and abstentions by Mr. Kresefsky on items 2.2, 2.3, 2.4, 2.7, 2.8, 2.11. and Mrs. Kresefsky on items 2.1, 2.2, 2.3, 2.4, 2.7, 2.8, 2.9

Mr. Kresefsky requested explanation on the guarantee for item 2.12 *Mr. Mantz explained that food service companies will, as standard procedure, contractually provide for guarantee losses, however the district has not experienced losses with our food service program and further stated that in recent years, there has been a transfer of funds from the Cafeteria fund to the General Fund to comply with fiduciary statutes on excess balances.*

- 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 2022 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, 2022, 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 6/6/22 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To approve the placement of the identified students in the Warren Glen Academy for the 2022-2023 School Year at an annual tuition rate of \$64,900.50.
- 2.5 To approve the School Security Drill Statement of Assurance.

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- 2.6 To approve the submission of the 2021-2022 Testing for Lead in School Drinking Water Statement of Assurance (SOA) to the New Jersey Department of Education.
- 2.7 To approve a memorandum of agreement with the Warren County Special Services School District to provide related services for the 2022-2023 academic year.
- 2.8 To approve a memorandum of agreement with Sussex County Education Services Commission for ancillary Educational Services for the 2022-2023 academic year.
- 2.9 To approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administration Services for the 2022-23 school year at a fee of \$70,000.
- 2.10 To decline the allocation of American Rescue Plan Act Elementary and Secondary School Emergency Relief Homeless Children and Youth allocation.
- 2.11 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.

- 2.12 To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2022-23 school year for a management fee of \$6,543.24 and a loss no greater than \$10,000.
- 2.13 To approve a contract with CBS for Speech related services for the 2022-23 academic year at a rate of \$75/hour

C. Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Lisa Eller, seconded by Chris Bauknight to approve the following personnel affairs agenda item **3.1** through **3.16**.

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Motion carried by affirmative roll call vote, with dissensions by Mr. Kresefsky on item 3.2, 3.3, 3.5 and Mrs. Kresefsky on Item 3.11 and abstention by Mrs. Kresefsky on items 3.1 through 3.10.

- 3.1 To approve the comprehensive student and staff attendance data (*with all fire drill reports, if applicable*) for the Month of May, 2022.
- 3.2 To approve the 2022-2023 contract for Mrs. Sherry N. Koeppen as Taylor Street School principal at a salary of \$114,256. plus a stipend of \$5000 for Director of Child Study Team.
- 3.3 To approve the 2022-2023 contract for Mr. Earl Jenkins as Supervisor of Instruction at a salary of \$112,262.
- 3.4 To approve the 2022-2023 contract for Mrs. Tracy Rowe as Assistant to the Board Secretary at a salary of \$66,950.
- 3.5 To approve the 2022-2023 contract for Mrs. Sharon Gulick as Superintendent/Principal Secretary at a salary of \$70,635 plus a stipend of \$4820 for substitute calling and \$3235 for secretarial supervision.
- 3.6 To approve the 2022-2023 contract for Mr. Colby Deemer as Facilities Manager at a salary of \$61,800.
- 3.7 To approve the 2022-2023 contract for Mrs. Jessica Hanics as B.O.E. Treasurer of School Monies at a salary of \$6,834.
- 3.8 To approve Ms. Megan Ordemann as a part time (0.4) social worker for the 2022-23 academic year at a prorated salary of \$55,711 (Step 1M) on the 2021-2024 W.E.A. salary guide pending receipt of credentials.
- 3.9 To approve Ms. Tracy Souders as a classroom teacher for the 2022-23 academic year at a salary of 53,006 (Step 1, BA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.10 To approve Ms. Stephanie Gonzalez as a classroom teacher for the 2022-23 academic year at a salary of \$54,106 (Step 2, BA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.11 To approve Ms. Alexandra Grace Pierson as a classroom teacher for the 2022-23 academic year at a salary of \$54,106 (Step 2, BA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.12 To approve Ms. Jillian Adie as a part-time paraprofessional for the 2022-23 school year at a rate of \$22.68 per hour not to exceed 29 hours per week.
- 3.13 To approve Ms. Michele DeMott as a long-term substitute grade 1 classroom teacher for 12 weeks beginning September 1, 2022, at a prorated salary of 53,006. (Step 1, BA) on the 2021-2024 W.E.A. salary guide with single benefits
- 3.14 To approve, with regret, the resignation letter from Ms. Ashley Wyckoff effective June 30, 2022.

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- 3.15 To approve, with regret, the retirement letter from Mrs. Sharon Gulick effective October 1, 2022.
- 3.16 To approve the following Summer School 2022 Extended School Year and Accelerated Learning Program Personnel, scheduled June 21 through July 14.

ESY Staff, Teachers	L. Chamberlain, R. Coates, J. Nissen, K. Schulok, L. Buhl, E. Segreaves, K. Cardenas, K. Slivka, J. Peters, D. Lance, M. Stein, J. Hollander, M. Wade (June only), C. Padilla
ESY Staff, Paras	K. McDonald, H. Page, T. Mazuca, M. Kozlowski, G. Cunningham, C. Howley, K. MacManis, N. Horack (June only)
ESY, Nurse	D.Knauer
ESY, Subs	R. Snyder, C. Mullen, C. Izeppi(one wk) A. Guzman, A. Wyckoff, F. May

D. Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Lisa Eller, seconded by Carmen Freda to approve the following school affairs agenda item **4.1**.

Motion carried by affirmative roll call vote.

- 4.1 To affirm the administrative decision regarding the following HIB case: System assigned incident #11.

VII. ADJOURNMENT

Motion made by Holly Masenior seconded by Chris Bauknight, to adjourn at 7:48 p.m.

Motion carried by unanimous voice vote.

Respectively submitted,

Tim Mantz
Board Secretary