

WASHINGTON BOROUGH BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING MINUTES – June 12, 2023

Approved 8/21/23

I. INTRODUCTORY ITEMS

CALL TO ORDER

President, Bartley Howley, called the meeting to order at 7:00 p.m. and asked 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

Lisa Eller
Carmine Freda
Dawn Higgins
Bartley Howley
Joseph Kresefsky
Holly Masenior
Melissa Vitalos

Not Present

Angela Bridygham
Ya’el Kresefsky

II. COMMUNICATIONS TO THE BOARD – None

III. ADMINISTRATIVE REPORTS

Mr. Jenkins: Supervisor of Instruction

- Updated the Board on NJSLA testing period and the impact tech upgrades made.
- Security Drill for June was an evacuation drill.
- Thanked Officer Josh and Erica Chesniak for LEAD Day with Gr 5 students.
- Field Day changes due to the smoke conditions, included whole school event Grades 2-6. It may be considered in future years, for how well the event went. After the field day festivities, the annual “Clap Out” took place for graduating Grade 6 students.
- Thanked Mrs. Nassry for her years of service in the district. Mr. Jenkins noted that Mrs. Nassry’s mantra was always to leave Washington Boro in a better place than when she came in, and he remarked that she did just that.

Mrs. Koeppen: Principal/CST

- Updated the Board with upcoming events, including parent orientation for incoming kindergartners, curriculum changes from NJ DOE on ELA/Math standards, benchmark testing for Kindergartners within the first 6 weeks of the school year and that due to the smoke conditions year end activities at Taylor took place indoors.

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- Summer Accelerated program will be virtual with concentration on enrichment for students that sign up to participate and that ESY will take place in person.

Mrs. Nassry: Superintendent

- Graduation for Gr 6 students took place on June 7th, Mrs. Nassry thanked the 6th Grade Team for their efforts in ensuring the ceremony went smoothly. She also thanked the PTO for the Cupcake Reception that took place immediately after, with students, parents and families gathering to celebrate.

Presentation by Parette-Somjen, district architect, on the HVAC/Electrical Projects by Tracy Boss and Baina Lyssa-Jean

Motion made by Bartley Howley, seconded by Melissa Vitalos to authorize re-bidding of the HVAC/Electrical Upgrade project and to schedule special board meeting on June 29, 2023 for the purpose of awarding project.

Motion carried by roll call vote.

IV. PUBLIC COMMENT - None

V. REAPPOINTMENT MOTIONS: SUPERINTENDENT’S RECOMMENDATION

A. Reappointment Motions

Motion made by Lisa Eller and seconded by Carmine Freda to adopt reorganizations motions numbers 1 through 7 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. To designate the Express-Times and the Star Ledger as the official newspapers for all legal advertisements and meeting notices.
3. 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.
4. Authorizing the Superintendent, Board Secretary, Assistant Board Secretary, and Administrative Secretary to sign all Student Activity Account checks.
5. To authorize the Treasurer and Board Member names to be on investments accounts.
6. To designate the Business Administrator or Assistant Board Secretary as responsible for maintaining petty cash for disbursements not to exceed \$50 each.
7. Authorizing the Business Administrator or Assistant Board Secretary to transfer funds between Washington Borough accounts.

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B. Appointments and Re-Appointments

Motion by Lisa Eller, seconded by Holly Masenior to make the following appointments 1 through 30 for the 2023-2024 school year.

Motion carried by unanimous roll call vote.

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, St. Luke's 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. Integrity 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 Safety 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. 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. Broschious, Fischer & Zaiter as board attorney
25. Ardito & Co., LLP as school district auditor
26. Phoenix Advisors as the municipal advisor and continuing disclosure services agent.
27. Heather Dentzau as 504 Case Manager
28. Earl Jenkins as Anti-Bullying Coordinator
29. Heather Dentzau as Anti-Bullying Specialist
30. Earl Jenkins as District Testing Coordinator

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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: SUPERINTENDENT’S RECOMMENDATION

Motion made by Melissa Vitalos, seconded by Lisa Eller to approve the following board affairs agenda item **1.1. through 1.19.**

Motion carried by roll call vote, with abstention on item 1.1 by Mr. Howley

- 1.1 To approve the minutes of the May 8, 2023 regular meeting.
- 1.2 To abolish Policy 9100, Public Relations
- 1.3 To abolish Regulation 9140, Citizens Advisory Committee (M)
- 1.4 To entertain the first reading of Policy 0144, Board Member Orientation and Training (Revised)
- 1.5 To entertain the first reading of Policy 2520, Instructional Supplies (M) (Revised)
- 1.6 To entertain the first and only reading of Regulation 2520, Instructional Supplies (M) (Revised)
- 1.7 To entertain the first reading of Policy 3217, Use of Corporal Punishment (Revised)
- 1.8 To entertain the first reading of Policy 4217, Use of Corporal Punishment (New)
- 1.9 To entertain the first reading of Policy 5305, Health Services Personnel (M) (Revised)
- 1.10 To entertain the first reading of Policy 5308, Student Health Records (M) (Revised)
- 1.11 To entertain the first and only reading of Regulation 5308, Student Health Records (M) (Revised)
- 1.12 To entertain the first reading of Policy 5310, Health Services (M) (Revised)
- 1.13 To entertain the first and only reading of Regulation 5310, Health Services (M) (Revised)
- 1.14 To entertain the first reading of Policy 6112, Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- 1.15 To entertain the first and only reading of Regulation 6115.01, Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- 1.16 To entertain the first reading of Policy 6311, Contracts for Good or Services Funded by Federal Grands (M) (Revised)
- 1.17 To entertain the first reading of Policy 7440, School District Security (M) (Revised)
- 1.18 To entertain the first reading of Policy 9140, Citizens Advisory Committees (Revised)

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- 1.19 To entertain the first reading of Policy 6115.04, Federal Funds – Duplication of Benefits (M) (New)

B. Consent Agenda Motion: BUSINESS AFFAIRS: SUPERINTENDENT’S RECOMMENDATION

Motion made by Carmine Freda, seconded by Lisa Eller to approve the following business affairs agenda item **2.1** through **2.14**.

Mrs. Higgins inquired clarification on item 2.9, Mr. Mantz responded that the shared services agreement is the amount that the district pays to Pohatcong for services, not the salary amount to the individual.

Motion carried by roll call vote, with dissensions by Mrs. Higgins and Mr. Kresefsky on item 2.9 and abstentions by Mrs. Eller and Mrs. Vitalos on item 2.10

- 2.1 To approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the Month of May 2023 and further than, in compliance with N.J.A.C. 6A:23A-16.10c and N.J.A.C. 6A:23A-16.10c (3) the Board of Education and School Business Administrator certify that as of May 31, 2023, after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials no major account has been over expended in violation of NJAC 6A:23A-16.10z 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 budget transfers as presented.
- 2.3 To approve 6/12/23 current expense food and regular account bill list.
- 2.4 To approve Imagine Learning for Summer Accelerated Learning Program in the amount of \$22,785.00.
- 2.5 To approve a public school services contract with the Hunterdon County Educational Services Commission for the 2023-24 school year, to be used on an as needed basis, per the service rate proposal.
- 2.6 To approve a public school services contract with Warren County Special Services for the 2023-24 school year, to be used on an as needed basis, per the service rate proposal.
- 2.7 To approve a public school services contract with the Sussex County Educational Services Commission for the 2023-24 school year, to be used on an as needed basis, per the service rate proposal.
- 2.8 To approve a Shared Services Agreement with the Oxford Township Board of Education for the purpose of sharing a World Language Teacher for the 2023-24 school year whereas the Oxford Township Board of Education will reimburse the Washington Borough Board of Education 50% of the total cost of the overall pay and

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benefit package of Carmen Padilla who will serve as the World Language Teacher of record.

- 2.9 To approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administration Services for the 2023-24 school year at a fee of \$70,000.
- 2.10 To approve an agreement with Maschio’s Food Service, Inc. to provide operation and management of the district’s food service program for the 2023-24 school year, at a total cost of contract of \$254,815.77, for a management fee of \$6,903.11 with a guarantee loss not to exceed \$10,000.
- 2.11 To approve tuition contract with Mountain Lakes Board of Education for the identified student for the 2022/23 school year, effective 5/17/23, in the amount of \$4,454.00.
- 2.12 To approve tuition contract with Mountain Lakes Board of Education for the identified student for the 2023/24 school year, effective 7/1/23 through 7/28/23, in the amount of \$2,269.60.
- 2.13 To appoint Web and Cloud Services as designated Webmaster for the district, with contract for website services in an amount not to exceed \$3,495.00 for the 2023/24 school year.
- 2.14 WHEREAS, N.J.S.A. 18a:21-2, N.J.S.A. 18A:7G-31, and N.J.S.A. 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.

C. Consent Agenda Motion: PERSONNEL AFFAIRS: SUPERINTENDENT’S RECOMMENDATION

Motion made by Lisa Eller, seconded by Melissa Vitalos to approve the following personnel affairs agenda item **3.1 through 3.33**.

Motion carried by roll call vote, with abstention on item 3.2 by Mr. Howley.

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- 3.1 To approve the comprehensive student and staff attendance data (*with all fire drill reports, if applicable*) for the Month of May, 2023
- 3.2 To approve the 2023-2024 contract for Mrs. Sherry N. Koeppen as Taylor Street School principal at a salary of \$117,962. plus a stipend of \$5,000 for Director of Child Study Team.
- 3.3 To approve the 2023-2024 contract for Mr. Earl Jenkins as Supervisor of Instruction at a salary of \$115,630.
- 3.4 To approve the 2023-2024 contract for Mrs. Tracy Rowe as Assistant to the Board Secretary at a salary of \$68,958.
- 3.5 To approve the 2023-2024 contract for Mrs. Lynn Hackett as Superintendent/Principal Secretary at a salary of \$61,800.
- 3.6 To approve the 2023-2024 contract for Mr. Colby Deemer as Facilities Manager at a salary of \$63,654.
- 3.7 To approve the 2023-2024 contract for Mrs. Jessica Hanics as B.O.E. Treasurer of School Monies at a salary of \$6,834.
- 3.8 To approve Ms. Amanda Knight-Kerns as a classroom teacher beginning for the 2023-2024 school year at a salary of \$54,730. (Step 2, BA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.9 To approve Mr. Christopher Cannavo as a classroom teacher for the 2023-2024 school year at a salary of \$57,435 (Step 2, MA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.10 To approve Mr. Brian McLaughlin as a classroom teacher for the 2023-2024 school year at a salary of \$54,730 (Step 2, BA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.11 To approve Ms. Madison Hesse as a classroom teacher for the 2023-2024 school year at a salary of \$56,335 (Step 1, MA) on the 2021-2024 W.E.A. salary guide with single benefits.
- 3.12 To approve Ms. Kayley Muench as a classroom teacher for the 2023-2024 school year at a salary of \$56,335 (Step 1, MA) on the 2021-2024 school W.E.A. salary guide with single benefits.
- 3.13 To approve Ms. Kacey MacManus as a paraprofessional for the 2022-23 Extended School Year Program.
- 3.14 To approve Mrs. JoAnn Gaw as a full time paraprofessional for the 2023-2024 school year at a rate of \$23.58 (Step 10A) per hour with single benefits.
- 3.15 To approve Mrs. Tiffany Farrington as a full time paraprofessional for the 2023-2024 school year at a rate of \$23.47 (Step 3B) per hour with single benefits.
- 3.16 To approve Mrs. Jodi Hoffman as a full time paraprofessional for the 2023-2024 school year at a rate of \$23.57 (Step 4B) per hour with single benefits.

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- 3.17 To approve Mrs. Keriwyn Gilligan as a full time paraprofessional for the 2023-2024 school year at a rate of \$22.87 (Step 2A) per hour with single benefits.
- 3.18 To approve Mrs. Danielle Sherman as a full time paraprofessional for the 2023-2024 school year at a rate of \$23.67 (Step 5B) per hour with single benefits.
- 3.19 To approve Mrs. Mariarosaria Branco as a full time paraprofessional for the 2023-2024 school year at \$23.17 (Step 5A) per hour with single benefits.
- 3.20 To approve Mrs. Ana DelSalto as a full time paraprofessional for the 2023-2024 school year at a rate of \$23.37 (Step 2B) per hour with single benefits.
- 3.21 To approve Mr. Anthony Germani as a part time paraprofessional for the 2023-2024 school year at a rate of \$23.07 (Step 4A) per hour not to exceed 29 hours per week.
- 3.22 To approve Mrs. Sandra Gomes (Step 2A) as a part time paraprofessional for the 2023-2024 school year at a rate of \$22.87 per hour not to exceed 29 hours per week.
- 3.23 To approve Mrs. Jacqueline Ostir as a part time paraprofessional for the 2023-2024 school year at a rate of \$23.67 (Step 5B) per hour not to exceed 29 hours per week.
- 3.24 To approve Ms. Nicole Horack as a part time paraprofessional for the 2023-2024 school year at a rate of \$22.97 (Step 3A) per hour not to exceed 29 hours per week.
- 3.25 To approve Mrs. Jane Lipinski as a part time paraprofessional for the 2023-2024 school year at a rate of \$23.37 (Step 2B) per hour not to exceed 29 hours per week.
- 3.26 To approve Mr. Hunter Page as a part time paraprofessional for the 2023-2024 school year at a rate of \$23.47 (Step 3B) per hour not to exceed 29 hours per week.
- 3.27 To approve Ms. Keelin McDonald as a part time paraprofessional for the 2023-2024 school year at a rate of \$23.57 (Step 4B) per hour not to exceed 29 hours per week.
- 3.28 To approve Ms. Andrea Walden from .8 FTE to 1.0 FTE (Step 3, MA+45) at \$60,390 effective July 1, for the 2023-2024 school year.
- 3.29 To approve with regret the resignation letter due to retirement from Mrs. Maureen Kozlowski effective September 1, 2023.
- 3.30 To approve with regret the resignation letter from Ms. Kaitlyn Haskoor effective June 9, 2023.
- 3.31 To approve Mr. David Lance to provide homebound instruction retroactive to May 15, 2023 until June 9, 2023.
- 3.32 Motion to approve extension of disability leave of absence under FMLA for employee ID# 63636443 effective May 30, 2023 through June 13, 2023.
- 3.33 To approve, with regret, the resignation letter from Ms. Cailla Minerowicz effective June 12, 2023.

D. Consent Agenda Motion: SCHOOL AFFAIRS: SUPERINTENDENT'S RECOMMENDATION

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Motion made by Lisa Eller, seconded by Holly Masenior to approve the following school affairs agenda item **4.1 through 4.7**.

Motion carried by roll call vote with abstention on item 4.2 by Mr. Freda

- 4.1 To approve the submission of the amended Safe Return Plan with assurances.
- 4.2 To affirm the administrative decision regarding the following HIB cases: System assigned incident #5, #6, and #7.
- 4.3 To approve the 2022-2023 Statement of Assurance for Testing and Reporting of Lead in School Drinking Water.
- 4.4 To continue the partnership with WCSSSD to provide an aftercare program for students grades preschool through sixth grade utilizing the Memorial School and Taylor Street School facilities for the 2023-2024 school year.
- 4.5 To approve the School Security Drill Statement of Assurance.
- 4.6 To approve the School Nurse’s Report for May and June, 2023.
- 4.7 To authorize the purchase of the GoMath Series for grades K-6 for a 2 year renewal in the amount of \$42,956.77.

VII. EXECUTIVE SESSION:

Motion made by Melissa Vitalos seconded by Lisa Eller, to adopt the following resolution to enter into executive session at 7:47 p.m.

Motion carried by unanimous voice vote.

This executive session is expected to last about 20 minutes. The general nature of the subject areas to be discussed are: Matters rendered confidential by Federal Law, State Law, or Court Ruling, and Personnel Matters.

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.

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.

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Motion made by Melissa Vitalos, seconded by Lisa Eller, to exit executive session and reconvene the meeting to public session at 8:40 p.m.

Motion carried by unanimous voice vote.

VIII. ADJOURNMENT

Motion made by Carmine Freda seconded by Melissa Vitalos, to adjourn at 8:39 p.m.

Motion carried by unanimous voice vote.

Respectively Submitted,

Tim Mantz
Board Secretary