

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – March 9, 2020 at 7:30 p.m.**  
**Approved on April 27, 2020**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

President, Bartley Howley 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:**

Bartley Howley 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

President, Bartley Howley  
Vice-President, Melissa Vitalos  
Lisa Eller  
Kristen Dufner  
Ana Del Salto  
Carmine Freda  
Holly Masenior  
Chris Bauknight

Absent

Adam Robinson

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. COMMUNICATIONS TO THE BOARD-None**

**III. ADMINISTRATIVE REPORTS**

Mr. Jenkins said the science portion of the state test will not be counting for another two years and didn't go as well as the state planned. He thanked the entire teaching staff for donating towards St. Jude's Hospital.

Mrs. Koeppen started by thanking Mr. Jenkins and Mrs. Nassry for all their support when she's needed it the most. Mrs. Koeppen said that she received many comments from our lighthouse visitors on how inspired they were by us and our program. Preschool preparations are in full swing.

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Mrs. Nassry said the lessons given on the Lighthouse week were some of the best she's ever seen. She thanked Ms. Mullen, Ms. LaCaruba, Ms. Vought, Mrs. Semenowitz, Mrs. Freda, and Mrs. Slivka for an outstanding job. Lots of comments from visitors asking how they can replicate this in their own school districts.

Mrs. Nassry said NJ has declared a state of emergency and she is getting information daily basis. She has sent the distracts plans to the county board of education for approval. If the Health Department closes our school, it will be for a minimum of fourteen days.

**IV. PUBLIC COMMENT**

Mr. Tomas Gonzalez updated the board on events that will take place in the garden as well as updates regarding the repairs to the butterfly garden.

**V. 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**;

Motion carried by unanimous roll call vote.

- 1.1 To approve the minutes of February 10, 2020 regular meeting
- 1.2 To approve the minutes of February 10, 2020 executive session meeting.

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

Motion made by Lisa Eller, seconded by Melissa Vitalos, to approve the following business affairs agenda items **2.1 through 2.7**;

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 February 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 February 29, 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 3/9/20 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.

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- 2.4 To approve to submit ESEA Fiscal Year 2020 amendment to budget 2018-2019 Title I carryover funds in the amount of \$5274.
- 2.5 To approve the tentative 2020-2021 school district budget as follows:

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	Budget	Local Tax Levy
General Fund	\$8,910,758	\$5,258,426
Special Revenue Fund	1,535,780	
<u>Debt Service Fund</u>	<u>191,913</u>	<u>191,911</u>
Total Base Budget	\$10,638,451	\$5,450,337

BE IT FURTHER RESOLVED, that a public hearing be held on April 27, 2020 at the Memorial School for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

WHEREAS, the Washington Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2(b), to a maximum expenditure of \$25,000 for all staff and board members.

- 2.6 To approve a Shared Services Agreement with the Belvidere Board of Education for the purpose of sharing a Master Preschool Teacher for the 2019-20 school year where the Belvidere Board of Education will reimburse the Washington Borough Board of Education 20% of the total cost of the overall pay and benefit package of Melissa Brown who will serve as the Master Preschool Teacher of record.

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- 2.7 WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Washington Borough Board of Education ("Board") advertised and solicited bids for Roof Replacement at Taylor Elementary School; and
- WHEREAS, the Board received bids from the following:
- |                            |              |
|----------------------------|--------------|
| Northeast Roof Maintenance | \$378,000.00 |
| Roof Management, Inc.      | \$420,000.00 |
| Integrity Roofing, Inc.    | \$449,340.00 |
- WHEREAS, the lowest bid received was from Northeast Roof Maintenance in the amount of \$378,000.00; and
- WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to Northeast Roof Maintenance.; and
- WHEREAS, the Board Attorney has reviewed the bids for legal sufficiency and has determined that Northeast Roof Maintenance has submitted all of the required documents and materials and is therefore the lowest responsible and responsive bidder.
- NOW, THEREFORE BE IT RESOLVED, by the Washington Borough Board of Education that a contract is hereby awarded to Northeast Roof Maintenance, in the amount of \$ 378,000.00 for the Roof Replacement at Taylor Elementary School.
- BE IT FURTHER RESOLVED that Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.
- BE IT FURTHER RESOLVED that Tim Mantz, School Business Administrator, is hereby authorized to execute all change orders and such other documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Northeast Roof Maintenance. Additionally, the Business Administrator verifies that funds are available for this project in the FY 2019-2020 Budget utilizing funds from the Board's Maintenance Expenditure Account.

**C. Consent Agenda Motion: PERSONNEL AFFAIRS**

Motion made by Carmine Freda, seconded by Lisa Eller, to approve the following personnel affairs agenda items **3.1** through **3.11**.

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 February 2020.
- 3.2 To approve Margaret Ferrara's medical leave from March 13 to March 19.
- 3.3 To retroactively approved Alfred Kopsco's unpaid medical leave from February 18, 2020 to March 1, 2020.
- 3.4 To retroactively approve Sherry Koeppen's medical leave from February 2, 2020 to March 5, 2020.
- 3.4 To approve Mrs. Erica Chesniak to move from Step 5BA+15 (\$56,465.) to Step 5 M (\$58,570.) on the W.E.A. salary guide effective April 1, 2020.
- 3.5 To approve with regret the retirement letter from Mrs. Jody Higgins effective July 1, 2020.
- 3.6 To approve with regret the retirement letter from Mrs. Denise DeMasi effective July 1, 2020.
- 3.7 To approve Ms. Abigyl Lutz 20 hours of field experience during the 2020 Spring course semester from East Stroudsburg University.

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- 3.8 To approve to advertise for the following: Grade 6 Math position, Grade 1 position, Preschool (P-3 certificate required), part time aides and summer custodial help.
- 3.9 To approve Ms. Kara Preschel as substitute teacher for the 2019-20 school year.
- 3.10 To approve Ms. Macarena Leon-Berke as a substitute teacher for the 2019-20 school year pending receipt of all paperwork complete and on file.
- 3.11 To approve the enclosed list of workshops for staff from September 4 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.

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

Motion made by Carmine Freda, seconded by Holly Masenior, to approve the following school affairs agenda item **4.1 through 4.2.**

Motion carried by unanimous roll call vote.

- 4.1 To approve the use of our Memorial Butterfly Garden for Comcast Cares Day on May 2, 2020 from 9:00 to 2:00 p.m.
- 4.2 To approve a draft copy of the 2020-2021 Washington Borough School Calendar.

**VI. 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.

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**VII. RECONVENE**

Motion by Melissa Vitalos, seconded by Lisa Eller, to reconvene the meeting to public session at 7:57 p.m.

Motion carried by unanimous voice vote.

**VII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:15 pm on a motion by Lisa Eller, seconded by Melissa Vitalos.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Board Secretary/B.A.