

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes – April 27, 2020 at 7:30 p.m.**  
**Approved on May 11, 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  
Ana Del Salto  
Carmine Freda  
Holly Masenior  
Adam Robinson  
Chris Bauknight

Absent

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. COMMUNICATIONS TO THE BOARD-None**

**III. ADMINISTRATIVE REPORTS**

Mr. Jenkins said packet pick up has been running smoothly.

Mrs. Koeppen- Kudos to Mr. Pope for presenting the Roman Empire on NJEA and was a great representation of our school district.

Special Education mandate is still in place and our CST had been working hard to keep in compliance. The Child Study Team are giving the parents option to meet on Google or on Zoom. and some students have signed up for P.T and O.T

We are moving our Kindergarten and Preschool registration process online and trying to go paperless.

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Mrs. Nassry said we are moving forward the best we can as a district. We are having QSAC this week and will be providing all documents needed to Mary J. Tanner. Exceptional work by all of our teachers and staff, they have gone above and beyond what was expected of them. Teachers have been celebrating students' birthdays. Ms. Stocker and Mrs. Knauer are working with the Dept of Health by tracking Covid-19.

**IV. PUBLIC COMMENT**

**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 Lisa Eller, seconded by Melissa Vitalos, to approve the following board affairs agenda items **1.1 through 1.17**;

Motion carried by unanimous roll call vote.

- 1.1 To approve the minutes of March 9, 2020 regular meeting
- 1.2 To approve the minutes of March 9, 2020 executive session meeting.
- 1.3 To approve the following resolution:

**WHEREAS**, Board Policy 0131 provides that the Board may, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice; and

**WHEREAS**, due to the emergent health, safety and welfare issues faced by the Washington Borough School District due to the Covid-19 pandemic and the uncertainty surrounding the Board's ability to hold regular meetings, there may be a need for the Superintendent to exercise this authority regarding the Board bylaws, or policies; and **WHEREAS** the Board wishes to delegate its authority to the Superintendent under Policy 0131 given the urgent circumstances, which currently exist.

**THEREFORE, BE IT RESOLVED**, that the Board hereby delegates to its Superintendent the authority to suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy.

- 1.4 To approve to change to a pass/fail grade system for marking period 3 and 4 for the current school year.
- 1.5 To entertain the first reading of Policy 0152, Board Officers (Revised)
- 1.6 To entertain the first reading of Policy 1581, Domestic Violence (M) Revised
- 1.7 To entertain the first and only reading of Regulation 1581, Domestic Violence (M) New

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- 1.8 To entertain the first reading of Policy 2422, Health and Physical Education (M) Revised
- 1.9 To entertain the first reading of Policy 3421.13, Postnatal Accommodations New
- 1.10 To entertain the first and reading of Policy 4421.13, Postnatal Accommodations New
- 1.11 To entertain the first reading of Policy 5330 Administration of Medication (M) Revised
- 1.12 To entertain the first and only reading of Regulation 5330 Administration of Medication (M) Revised
- 1.13 To entertain the first reading of Policy 7243, Supervision of Construction (M) Revised
- 1.14 To entertain the first reading of Policy 8210, School Year (R) Revised
- 1.15 To entertain the first reading of Policy 8220, School Day (M) Revised
- 1.16 To entertain the first and only reading of Regulation 8220, School Closings (Revised)
- 1.17 To entertain the first reading of Policy 8462, Reporting Potentially Missing or Abused Children (M0) Revised

**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 **2.8**;

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 March, 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 March 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.
- 2.2 To approve the 4/27/20 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To approve the 2020-2021 Preschool Program Plan and Budget Approval.
- 2.5 To approve the District Preparedness Plan, March 2020.
- 2.6 To approve the 2020-2021 school district budget as follows:

BE IT RESOLVED to approve the 2020-2021 school district budget as follows:

	Budget	Local Tax Levy
General Fund	\$8,910,758	\$5,258,426
Special Revenue Fund	1,630,796	
<u>Debt Service Fund</u>	<u>191,913</u>	<u>191,911</u>
Total Base Budget	\$10,733,467	\$5,450,337

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

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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

- 2.7 To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2020-2021 school year for a management fee of \$5,894.32 and a breakeven, no-cost guarantee food service operation, including the management fee.
- 2.8 To approve a professional services contract with Parette Somjen Architects for the Preschool Playground Area project at the Washington Taylor Street School at a fixed cost of \$10,252 for professional services and a lump sum of \$500 for reimbursable expenses.

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

Motion made by Melissa Vitalos, seconded by Carmine Freda, to approve the following personnel affairs agenda items **3.1** through **3.12**.

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 March 2020.
- 3.2 To approve Margaret Ferrara's medical leave from March 19 to May 7.
- 3.3 To approve with regret the retirement letter from Mr. Alfred Kopsco effective July 1, 2020.
- 3.4 To approve with regret the retirement letter from Mrs. Ellen D'Andrea effective July 1, 2020.
- 3.5 To approve with regret the retirement letter from Ms. Nina Frinzi effective July 1, 2020.

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- 3.6 To approve with regret the retirement letter from Mrs. Sherry Dell Elba effective July 1, 2020.
- 3.7 To approve with regret the retirement letter from Mrs. Gail Snyder effective July 1, 2020.
- 3.8 To approve Ms. Keelin McDonald 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.
- 3.9 To approve Ms. Briemann Dolobach 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.
- 3.10 To approve Ms. Kristina Navarro 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.
- 3.11 To approve Ms. Julianna Deemer 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.
- 3.12 To approve Briemann Dolobach, Jared Dolobach and Christopher Ostir as summer custodians pending receipt of substitute credentials.

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

Motion made by Lisa Eller, seconded by Melissa Vitalos, to approve the following school affairs agenda item **4.1**

Motion carried by unanimous roll call vote.

- 4.1 To approve a final copy of the 2020-2021 Washington Borough School Calendar.

**VII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:49 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.