

WASHINGTON BOROUGH BOARD OF EDUCATION
Regular Meeting Minutes –August 10, 2020 at 7:30 p.m.
Approved on September 14, 2020

I. INTRODUCTORY ITEMS

CALL TO ORDER:

President, Bart Howley called the meeting to order at 7:35 p.m. and asked everyone to please stand for the Pledge of Allegiance.

OPEN PUBLIC MEETINGS ACT:

Bart 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
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

III. ADMINISTRATIVE REPORTS

Mr. Jenkins gave an update on the building progress-all classrooms have been cleaned and the last section of the hallway floor was burnished today. We still need to clean the lunchroom. Survey was sent out to parents and so far, 30% have chosen virtual option while 25% haven't committed either way. So far, the max amount of students in a classroom fourteen students.

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Mrs. Koeppen said it has been a challenging summer, but we are doing our best. We have sixteen new hires and we are very excited to welcome them to our school district. Planning on meeting with all the teachers. Our preschool program is ready to go and will be 9am-2pm. A shout out to Mr. Deemer and Mrs. Dolobach for all their hard work this summer and it has been the best summer help in my experience.

Mrs. Nassry updated the board on the flooring project, preschool classroom window repairs at Taylor and the new security double doors at Memorial. Waiting on signage to halls and desk shield are on order and should be in at the end of August. Earl and Sherry are working on redesigning classrooms with floor space only for desks. We are going as paperless as possible.

IV. PUBLIC COMMENT N/A

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 Carmine Freda, to approve the following board affairs agenda items **1.1 through 1.20**:

Motion carried by unanimous roll call vote.

- 1.1 To approve the minutes of June 8, 2020 reorganization / regular meeting
- 1.2 To approve the 2020 School Self-Assessment of the NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, from July 1, 2019-June 30-2020 for Taylor Street and Memorial School.
- 1.3 To approve the Oxford Township Board of Education to explore the possibility of joining the Warren Hills Regional (the approval is only for a feasibility study and does not authorize school district to join the Warren Hills Regional), as recommended by the Superintendent.
- 1.4 To entertain the first reading of Policy 1648, Restart and Recovery Plan (M) (New).
- 1.5 To entertain the first reading of Policy 1649, Federal Families First Coronavirus (COVID-19) Response Act (M) (New).
- 1.6 To entertain the first reading of Policy 2270, Religion in Schools (Revised)
- 1.7 To entertain the first reading of Policy 2431.3, Heat Participation Policy for Student-Athlete Safety (M) (Revised).
- 1.8 To entertain the first reading of Policy 2622, Student Assessment (M) (Revised)

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- 1.9 To entertain the first reading of Policy 5111, Eligibility of Resident/Nonresident Students (M) (Revised).
- 1.10 To entertain the first and only reading of Regulation 5111, Eligibility of Resident/Nonresident Students (M) (Revised).
- 1.11 To entertain the first reading of Policy 5200, Attendance (M) (Revised).
- 1.12 To entertain the first and only reading of Regulation 5200, Attendance (M) (Revised).
- 1.13 To entertain the first reading of Policy 5330.04, Administering an Opioid Antidote (M) (Revised).
- 1.14 To entertain the first and only reading of Regulation 5330.04, Administering an Opioid Antidote (M) (Revised).
- 1.15 To entertain the first reading of Policy 5610, Suspension (M) (Revised).
- 1.16 To entertain the first and only reading of Regulation 5610, Suspension Procedures (M) (Revised).
- 1.17 To entertain the first reading of Policy 5620, Expulsion (M) (Revised).
- 1.18 To entertain the first reading of Policy 8320, Personnel Records (M) (Revised).
- 1.19 To entertain the first and only reading of Regulation 8320, Personnel Records (M) (Revised).
- 1.20 To approve the resolution of the School Ethics Commission Docket #T33-19.
Whereas, Adam Robinson (Respondent) is a school official, as defined in the School Ethics Act (Act), serving as a Board member of the Washington Borough Board of Education, located in Warren County; and
Whereas, by decision dated May 19, 2020, the School Ethics Commission (Commission) found that Respondent failed to comply with the training mandate for the 2019 enforcement cycle (Governance 1) in violation of N.J.S.A. 18A:12-33 and N.J.A.C. 6A:28-4.1; and
Whereas, the Commission recommended that the Commissioner of Education impose a penalty of **removal**, with such removal to become effective immediately upon adoption by the Commissioner of Education. However, if Respondent completed training before the Commissioner of Education adopted a final decision (which was forty-five (45) days after the Commission's decision was mailed), then the Commission recommended that the Commissioner of Education, in lieu of removal, impose a thirty (30) day suspension, with such suspension to become effective immediately upon adoption by the Commissioner of Education; and
Whereas, Respondent did not complete training after the issuance of the Commission's decision; and
Whereas, by decision dated June 30, 2020, and because Respondent did not complete training after the issuance of the Commission's decision, the Commissioner of Education concurred that a penalty of removal was the appropriate penalty in the above-captioned matter; and
Whereas, N.J.A.C. 6A:28-10.12(d) provides that, for a penalty of censure, suspension or removal, a Resolution shall be adopted at the Commission's next meeting following issuance of the Commissioner's decision, and the Resolution shall be read at the next

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public meeting of the district board of education following its adoption, and shall be posted in such places as the board posts its public notices for thirty (30) days; and **Now Therefore Be It Resolved** that the Commission adopts this Resolution stating that Respondent is hereby **REMOVED** as a school official for having been found to have violated N.J.S.A. 18A:12-33 of the Act, and its implementing regulation, namely N.J.A.C. 6A:28-4.1; and **Be It Further Resolved** that the Washington Borough Board of Education is ordered to read this Resolution at its next regularly scheduled public meeting following the Commission's adoption on July 21, 2020, and to post it in such places as the Washington Borough Board of Education posts its public notices for a period of thirty (30) days.

Robert W. Bender, Chairperson
School Ethics Commission

I hereby certify that the above Resolution was adopted at the July 21, 2020, meeting of the School Ethics Commission.

Kathryn A. Whalen, Director
School Ethics Comm

B. Consent Agenda Motion: BUSINESS AFFAIRS

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

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 June, 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 June 30, 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 6-9-20 through 6/30/20 and 7/1/20 through 8/10/20 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To approve the following budget adjustment plan for the FY21 school year:
In lieu of an \$110,112 reduction in state aid for the FY21 budget year, the Washington Borough Board of Education approves a reduction in budget expense appropriations from the level contained in the original FY21 budget certified for taxes as follows:

11-190-100-270	\$56,720 reduction
11-190-100-610	\$13,392 reduction
11-000-261-420	\$40,000 reduction

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2.5 To approve the following resolution:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Washington Borough Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2020, and ending July 1, 2023 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG’s Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney’s fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

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- 2.6 To approve to submit the District Re-Opening Plan to the Warren County Office of Education.
- 2.7 To approve PC Doctor, LLC to provide technology services at \$105.00 per hour, averaging 9 hours per week, during the 2020-21 school year.
- 2.8 To approve a student breakfast price of \$1.00 for the 2020-21 school year.
- 2.9 To approve a student lunch price of \$3.05 and milk price of \$.50 for the 2020-21 school year.
- 2.10 To approve O.T. Inc. to provide occupational therapy services for the 2020-21 school year at a cost of \$78/hour not to exceed \$100,000.
- 2.11 To approve a contract with the State of New Jersey Department of Human Services Commission for the Blind and Visually Impaired to provide Education Level 2 services for the identified student at an annual cost of \$5,000.
- 2.12 To approve the placement of the identified students in the Warren Glen Academy for the 2020-2021 School Year at an annual tuition rate of \$56,853.80.
- 2.13 To approve the Warren County Special Services School District to provide contracted related services for the 2020-21 school year per the rate schedule as presented.
- 2.14 To approve the Toilet Room Facilities for Preschool Classrooms, Early Intervention, Pre-Kindergarten and Kindergarten Classrooms for the 2020-2021 school year.

C. Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Lisa Eller, seconded by Melissa Vitalos, to approve the following personnel affairs agenda items **3.1** through **3.18**.

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 June and July 2020.
- 3.2 To approve our 2020-21 Full-time School Principal Waiver Request
- 3.3 To approve the resignation letter from Mrs. Holly Lynch effective June 8, 2020.
- 3.4 To approve the resignation letter from Mrs. Pamela Brady effective July 22, 2020.
- 3.5 To approve with regret the retirement letter from Mrs. Linda Jennings effective August 25, 2020.
- 3.6 To approve Ms. Kaitlyn Haskoor's Clinical (K-3) Practice from William Paterson University during the 2020-2021 academic year.
- 3.7 To rescind to approve Ms. Vyundra Anderson as a classroom teacher for the 2020-21 academic year at a salary of 55,850. (Step 1, MA) on the W.E.A. salary guide with single benefits.
- 3.8 To approve Ms. Melissa Maney as a preschool classroom teacher for the 2020-21 academic year at a salary of 52,645. (Step 0, BA+15) on the W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.9 To approve Ms. Lauren Romano as a part-time paraprofessional for the 2020-21 school year at a rate of \$21.57 (Step 1) per hour not to exceed 29 hours per week pending receipt of credentials.

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- 3.10 To approve Ms. Christina Henderson as a part-time paraprofessional for the 2020-21 school year at a rate of \$21.57 (Step 1) per hour not to exceed 29 hours per week pending receipt of credentials.
- 3.11 To approve a maternity leave of absence request for Mrs. Rachel Coates from September 28, 2020 to February 8, 2021 utilizing state maternity leave disability for 12 weeks (until December 18, 2020) and then use of sick days.
- 3.12 To approve to advertise for the following: a long-term maternity leave special education teaching position and full time school psychologist.
- 3.13 To retroactively approve Elena Diaconu's medical leave from 7/17/2020 to 7/27/2020.
- 3.14 To approve our 2020-2021 Substitute Staff List as per the enclosure.
- 3.15 To approve Melissa Brown as a Master Teacher for the 2019-2020 and 2020-2021 school year.
- 3.16 To retroactively approve a Master Teacher stipend for \$5,000 for the 2019-2020 school year for Melissa Brown.
- 3.17 To approve a Master Teacher stipend for \$5,000 for the 2020-2021 school year for Melissa Brown.
- 3.18 To approve Ms. Daniela Cleveland as a preschool classroom teacher for the 2020-2021 academic year at a salary of \$54,750 (Step0, MA) on the W.E.A. salary guide with single benefits pending receipt of credentials. Hand carried motion.

VI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:47 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.