

**WASHINGTON BOROUGH BOARD OF EDUCATION**  
**Regular Meeting Minutes –April 26, 2021 at 7:30 p.m.**  
**Approved on May 10, 2021**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

Vice-President, Melissa Vitalos 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:**

Melissa Vitalos 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

Vice-President, Melissa Vitalos

Lisa Eller

Kristen Dufner

Ana Del Salto

Carmine Freda

Holly Masenior

Chris Bauknight

Absent

President, Bartley Howley

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-**Mrs. Nassry read an email from Mr. Cannavo regarding his concerns with children being quarantined.

**III. ADMINISTRATIVE REPORTS**

Mr. Jenkins

- The security drill for the month was the shelter in place which turns into instruction lockdown. The teachers verbally instruct the students on what to do.
- NJSLA officially is cancelled on April 14<sup>th</sup>. In the fall we are looking at the “Start Strong” testing, is a condensed version of the NJSLA with 45 minute blocks for grades four through six.

Mrs. Koeppen

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- March 26 is NJ Socially Emotional Day. Mrs. Wade developing K-6 grade lessons on citizenship.
- April 30<sup>th</sup> will be our STEAM event with both buildings partaking. Mrs. Slivka and the specials teachers are organizing the event. Taylor Street kids are excited to be invited virtually to the event.
- Another motion to approve the Preschool Program Plan because the State has increased the budget. Due to these changes, we have extended the deadline for registration and we are renovating the entire playground at Taylor, including new fencing, new playground set, new asphalt etc.
- Our summer ESY program will be an invitational program that we are hoping will be an in-person program during the weeks of August 16-27<sup>th</sup>. Only children with IEPs will be eligible. We are hoping this program will give these students a jump start for the upcoming school year.

Mrs. Nassry

- There will be a separate summer program for K-6 grade. The program will be a modified small group instruction.
- Publicly acknowledged all efforts and hard work made by Mrs. Knauer and Ms. Stocker as contract tracers. They have worked many evenings and weekends during this past year and we are happy and proud to have them as our nurses.

**IV. PUBLIC COMMENT-Mr. Cannavo voiced his concerns regarding children being quarantined.**

**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 Carmine Freda, to approve the following board affairs agenda items **1.1 through 1:14**:

Motion carried by unanimous roll call vote.

- 1.1 To approve the minutes of the March 8, 2021 regular meeting and March 29, 2021 special meeting.
- 1.2 To entertain the second and final reading of Policy 0145, Board Member Resignation and Removal (M) (Revised).
- 1.3 To entertain the second and final reading of Policy 0164.6, Remote Public Board Meetings During A Declared Emergency (M) (New).

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- 1.4 To entertain the second and final reading of Policy 1643, Family Leave (M) (New).
- 1.5 To entertain the second and final reading of Policy 5330.01 Administration of Medical Cannabis (M) (Revised).
- 1.6 To entertain the second and final reading of Policy 7425, Lead Testing of Water in Schools (M) (Revised)
- 1.7 To entertain the second and final reading of Policy 2415, Every Student Succeeds Act (M) Revised
- 1.8 To entertain the second and final reading of Policy 2415.02, Title I – Fiscal Responsibilities (M) (Revised)
- 1.9 To entertain the second and final reading of Policy 2415.05, Student Surveys, Analysis, and/or Evaluations (M) Revised)
- 1.10 To entertain the second and final reading of Policy 2415.20, Every Student Succeeds Act Complaints (M) (Revised)
- 1.11 To entertain the second and final reading of Policy 4125, Employment of Support Staff Members (M) (Revised)
- 1.12 To entertain the second and final reading of Policy 6360, Political Contributions (M) (Revised)
- 1.13 To entertain the second and final reading of Policy 8330, Student Records (M) (Revised)
- 1.14 To entertain the second and final reading of Policy 9713, Recruitment by Special Interest Groups (M) (Revised)

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

Motion made by Carmine Freda, seconded by Chris Bauknight, to approve the following business affairs agenda items **2.1** through **2.15**;

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 2021 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, 2021, 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 4/26/21 current expense food service and regular account bill list.
- 2.3 To approve the budget transfers as presented.
- 2.4 To approve the district's participation in the NJ Child Assault Prevention Program at a cost not to exceed \$479.40.
- 2.5 To approve a contract with Ben Shaffer Recreation, an approved ESCNJ Co-Op contracted vendor, to remove the old playground and boarder and replace with new boarder and playground set at the Memorial School in the amount of \$114,590.06.

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- 2.6 To approve a contract with Northeastern Interior Services LLC, an approved HCESC Co-Op contracted vendor, to replace existing soffit, fascia board and gutters at the Memorial School in the amount of \$71,700.
- 2.7 To approve a contract with Murray Paving and Concrete LLC, an approved ESCNJ Co-Op contracted vendor to replace the asphalt and concrete apron in the parking lot at the Taylor Street School in the amount of \$46,434.48.
- 2.8 To approve the 2021-2022 Preschool Program Plan and Budget Approval.
- 2.9 To approve the 2021 Corona Virus Response and Supplemental Appropriations Act (CRRSA) Elementary and Secondary Emergency Relief Fund application with assurances.
- 2.10 To retroactively approve a Shared Services Agreement with the Belvidere Board of Education for the purpose of sharing a Master Preschool Teacher for the 2020-21 school year where the Belvidere Board of Education will reimburse the Washington Borough Board of Education \$10,000 for Melissa Brown who will serve as the Master Preschool Teacher of record.
- 2.11 To approve submission of the School Safety Grant application in the amount of \$4600 to the New Jersey Safety Insurance Program.
- 2.12 To approve a memorandum of agreement with the Warren County Special Services School District for related services for the 2021-22 school year.
- 2.13 To approve a joint transportation agreement with the Warren County Special Services School District for the 2021-2022 school year with an Administrative Fee of 4%.
- 2.14 To approve a tuition contract for placement of the identified student with Sussex County Education Services Commission in the Northern Hills Academy from April 1, 2021 through the end of the school year at a tuition rate of \$17,405.40 plus aide at a cost of \$4,201.50 plus transportation.
- 2.15 To approve the 2021-2022 school district budget as follows;  
 BE IT RESOLVED to approve the 2021-2022 school district budget as follows:

	Budget	Local Tax Levy
General Fund	\$9,219,819	\$5,258,426
Special Revenue Fund	1,865,845	
Debt Service Fund	<u>192,788</u>	<u>192,787</u>
Total Base Budget	\$11,278,452	\$5,451,213

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

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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.

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

Motion made by Ana Del Salto, seconded by Holly Masenior, to approve the following personnel affairs agenda items **3.1** through **3.8**.

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 2021.
- 3.2 To approve with regret the retirement letter from Mrs. Lynne Martoccio effective July 1, 2021.
- 3.3 To approve Ernie Conry's medical leave from March 24, 2021 to April 19, 2021.
- 3.4 To approve a maternity leave request for Mrs. Catherine Birdsall using 12 weeks FMLA from September 1 until November 24, then using 19 accumulated sick days (November 29 through December 23) and returning to work on January 3, 2022.
- 3.5 To approve to add Ms. Jenna Henderson as a substitute teacher and Ms. Brienne Wheatley as a substitute nurse for the 2020-2021 school year.
- 3.6 To approve with regret the resignation letter from Mr. Brian Rozanski effective April 27, 2021.
- 3.7 To approve Mr. Thomas Dellaventura as a physical education teacher for the 2021-22 academic year at a salary of 53,145. (Step 1, BA) on the 2018-2021 W.E.A. salary guide with single benefits pending receipt of credentials.
- 3.8 To approve Christina Henderson as classroom leave replacement from April 28, 2021 through June 10, 2021 at a prorated salary of \$52,045 (Step 0 BA) on the W.E.A. salary guide with single benefits.

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

Motion made by Lisa Eller, seconded by Ana Del Salto, to approve the following school affairs agenda item **4.1** through **4.2**.

Motion carried by unanimous roll call vote.

- 4.1 To approve a draft copy of the 2021-2022 Washington Borough School Calendar.
- 4.2 To approve the Warren Hills Youth Prevention Collaboration Program from Warren Hills Regional High School to virtually volunteer in our district with sixth grade students.

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**VI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:55pm on a motion by Lisa Eller, seconded by Ana Del Salto.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Board Secretary/B.A.