

# WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA

Regular Meeting

July 10, 2017

6:00 P.M.

Board of Education  
2434 Rt. 563  
Egg Harbor City, NJ 08215

# Washington Township Board of Education

June 26, 2017 6:00 P.M.

## 1. VISION STATEMENT:

Washington Township Schools aim to:

- Create an inviting learning environment that blends an assortment of instructional techniques while accepting all learning styles and abilities.
- Inspire our students to become global competitors who make responsible choices while building a strong sense of community.
- Cultivate life-long learners that embrace the value of education.

## 2. MISSION STATEMENT:

Based on the belief that Green Bank School maintains a positive and safe learning environment, our mission at Green Bank School is to promote physical, social, and emotional well-being. This is accomplished within a student-centered environment that differentiates instruction while adhering to the state and national standards with highly qualified teachers.

## 3. CALL TO ORDER

## 4. STATEMENT TO THE PUBLIC

This meeting is called to order under the New Jersey Open Public Meetings Act. The Secretary certifies that all requirements have been met. I, Charlene Lee, Board President, call this meeting to order at \_\_\_\_\_.

## 5. OPEN PUBLIC MEETINGS STATEMENT/SUNSHINE LAW

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies as any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Washington Township Board of Education has caused notice of this meeting to be given by having the date, time, and place mailed to the clerk of the municipality and posted on the Administrative Office's bulletin boards.

## 6. ROLL CALL

_____ Mr. Bartling	_____ Mrs. Giercyk
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mr. Del Nero	
_____ Mrs. Lee	

Required Personnel: Ms. Karen Gfroehrer, Business Administrator/Board Secretary \_\_\_\_\_ and Mr. Ronald Sahli, Solicitor \_\_\_\_\_

## 7. FLAG SALUTE

## 8. RESOLUTION FOR EXECUTIVE SESSION (IF NEEDED)

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to enter executive session:

**RESOLVED**, that Washington Township Board of Education shall meet in Executive Session for the purpose of discussing personnel, legal and student matters.

**FURTHER RESOLVED**, that the discussion of such subject matters in Executive Session will be disclosed to the public when the matter has been resolved, unless such is otherwise prohibited by law.

Vote: \_\_\_\_\_ ayes \_\_\_\_\_ nays \_\_\_\_\_ absent \_\_\_\_\_ abstain

# Washington Township Board of Education

June 26, 2017 6:00 P.M.

## 9. COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

This meeting will now be open to the public for comments only on specific agenda items. If your comments pertain to students, personnel, litigation, or negotiations, we would ask that you see the Superintendent after the meeting since the Board does not generally discuss such items in public.

- Please state your name and address.
- Comments must be limited to two minutes per person.

## 10. BOARD OF EDUCATION BUSINESS

- Correspondence
- Old Business
- New Business
  - Loss of State Aid
- Minimum Tax Levy Update

## 11. MINUTES

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_** to approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary to be accepted:

- May 22, 2017: Regular Meeting
- May 22, 2017: Executive Session Meeting
- June 12, 2017: Special Meeting

**Vote:**      \_\_\_ ayes      \_\_\_ nays      \_\_\_ absent      \_\_\_ abstain

## 12. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, upon recommendation of the Business Administrator, approve items 15A through 15K:**

### A. Board of Education Monthly Financial Certifications:

**RESOLVED**, pursuant to *N.J.A.C. 6A:23-11(c)4* the Board certifies that according to the Board Secretary's Certification as of May 31, 2017, after review of the Secretary's Budget Reports for May 31, 2017, as submitted, to the best of their knowledge:

- ✚ no major account or fund has been over-expended
- ✚ no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of *N.J.A.C. 6A:23-11(b)* and *N.J.A.C. 6A:23-2-11(c)3&4* and
- ✚ that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

**RESOLVED**, that Board members are in receipt of the following Financial Reports and hereby accept **Board Secretary's Certifications:**

Treasurer's report for May 2017  
Board Secretary's report for May 2017

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11@ (3)* I, Karen Gfroehrer, Board Secretary, certify that as of May 31, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Washington Township Board of Education pursuant to *N.J.S.A. 18A: 22-8.1*. In accordance with *N.J.A.C.*

# Washington Township Board of Education

June 26, 2017 6:00 P.M.

6A:23-2.11@2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of May 2017.

**B. Approval of Expenditures:**

Recommend approval of the following bills lists as per attached:

- June 26, 2017 bills list in the amount of \$136,782.48
- June 30, 2017 bills list in the amount of \$\_\_\_\_\_

**C. Approval of Transfers:**

Recommend approval of Expense Account Adjustment #000037 to #000042 for May 2017, as per attached.

**D. Organizational Chart:**

**RESOLVED**, the Washington Township Board of Education approve the revised organizational chart for the Washington Township School District for the 2016-2017 school year.

**E. Contracts:**

1. **RESOLVED**, the Washington Township Board of Education enter into a contract with Holman, Frenia, Allison, P.C. for the 2017-2018 annual audit (CAFR report) at a cost of \$10,000.00 plus the costs associated with bank confirmations, if applicable.

2. **RESOLVED**, the Washington Township Board of Education enter into a contract with Systems 3000 for the annual visual fund accounting, personnel and payroll software at a cost of \$7,788.00 effective July 1, 2017.

3. **RESOLVED**, the Washington Township Board of Education enter into a contract Strauss Esmay for the annual policy review and service at a cost of \$2,495.00 effective July 1, 2017.

4. **RESOLVED**, the Washington Township Board of Education enter into a contract with Industrial Appraisal Company at a cost of \$430.00 for the school year 2016-2017 for Report of Insurable Values, Property Record and Inventory Control Reports.

5. **RESOLVED**, the Washington Township Board of Education approve Accuscan to provide document scanning and shredding services for an estimated cost of \$13,351.20. Services provided under contracts:

- New Jersey State Approved Co-op # 65MCESCCPS,  
RFP # MRESC 12/13-22 Bid Term: 7/1/12 - 6/30/17
- RFP # MRESC 12/13-22 Bid Term: 7/1/12 - 6/30/17

6. **RESOLVED**, the Washington Township Board of Education approve the 2017-2018 insurance costs for the NJSIG Property & Casualty Renewal Premium as follows:

• Package	\$ 6,665
• Auto	\$ 747
• Errors & Omissions	\$ 5,339
• Workers Compensation	<u>\$ 1,000</u>
Total:	\$13,751

7. **RESOLVED**, the Washington Township Board of Education enter into a contract with Tyco SimplexGrinnell at a cost of \$2,225.49 for the 2017-2018 school year for the service and support of the fire and life safety systems.

# Washington Township Board of Education

June 26, 2017 6:00 P.M.

**8. RESOLVED**, the Washington Township Board of Education enter into a contract with Elder Pest at a cost of \$540.00 for the 2017-2018 school year for pest control service.

**9. RESOLVED**, the Washington Township Board of Education enter into a contract with GenServe at a cost of \$645.00 for the 2017-2018 school year for standby power maintenance service.

**10. RESOLVED**, the Washington Township Board of Education enter into a contract with Tomasella's Fire Protection Inc. at a cost of \$382.00 for the 2017-2018 school year for the annual fire extinguisher and kitchen suppression system inspections.

**F. NJSIG Safety Grant**

**RESOLVED**, the Washington Township Board of Education approve the application for the NJSIG Safety Grant in the amount of \$2,392.67 for the purpose of providing safe student transportation.

**G. Treasurer**

**RESOLVED**, the Washington Township Board of Education approve Dawn Stollenwerk as Treasurer for the 2017-2018 School Year.

**H. Voided Checks**

**RESOLVED**, the Washington Township Board of Education approve to void the following checks:

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
6748	12/6/12	DCRP	\$49.15
6879	6/30/13	Cannon	\$159.39
6302013	6/30/13	Petty Cash	\$137.76

**I. Shared Services Rates**

**RESOLVED**, the Washington Township Board of Education approve the 2017-2018 shared service contract rates in accordance with the 2016-2019 Shared Services Agreement with the Mullica Township Board of Education as follows:

Business Office	\$ 50,150
Treasurer	\$ 2,508
Management of B&G & Custodial Svc	\$ 6,896
Custodial Services	\$ 48,269
Technology	\$ 5,015

**J. Compliance With PL 2015 – Chapter 47**

**RESOLVED**, Pursuant to PL 2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

*Following is a list of contracts that the Board has awarded and memorialized in their board minutes during the past 12 months, ending June 30, that were in excess of the quote threshold or the board plans to approve in the ensuing school year that we anticipate will be in excess of the quote threshold.*

# Washington Township Board of Education

June 26, 2017 6:00 P.M.

- Advertising – Newspapers
- Architect
- Attorney
- Broad Band Services, including Internet
- Electric – Repairs under Time and Material
- Energy
- Engineer
- E-Rate Consultant
- Financial Accounting Software
- HVAC Controls
- HVAC Services and Repairs under Time and Material Basis
- Insurance Agent – Benefits
- Insurance Agent – General
- Insurance – i.e. Health, Property and Casualty, Worker Compensation
- Itinerant Services
- Network and IT Support
- Plumbing Services and Repairs under Time and Material Basis
- Policy Consultant
- School Boards Association
- Technology Services including Website
- Telecommunications
- Transportation Services
- Tuition

## **K. End of Year Fiscal Authorization:**

1. **RESOLVED** the Washington Township Board of Education authorize the Business Administrator/Board Secretary to process and pay any bills and complete any necessary appropriation adjustments and transfers in accordance with regulation to balance the budget to June 30, 2017;

**FURTHER**, to authorize the Business Administrator/Board Secretary to process and execute payment of bills, including debt service, as necessary for the 2017-2018 school year before the September 25, 2017 Board of Education meeting with understanding of the Bills list to be provided.

2. **RESOLVED** the Washington Township Board of Education authorize the Business Administrator as follows:
  - Use of Facsimile signatures

## **L. Transfer of Current Year Surplus to Reserve:**

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into the tuition reserve account 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 anticipated excess

# Washington Township Board of Education

June 26, 2017 6:00 P.M.

current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Washington Township Board of Education wishes to deposit anticipated current year surplus into the Tuition Reserve account at year end, and

**WHEREAS**, the Washington Township Board of Education has determined that a maximum of 10% of the estimated tuition cost may be reserved for the aforementioned reserve for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Washington Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

____ Mr. Bartling	____ Mrs. Giercyk
____ Mrs. Del Nero	____ Mr. Scamoffa
____ Mr. Del Nero	
____ Mrs. Lee	

**13. Informational Items:**

The next regular meeting of the Board of Education to be held September 25, 2017.

**14. RESOLUTION FOR EXECUTIVE SESSION (if needed):**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education shall meet in Executive Session for the purpose of discussing \_\_\_\_\_ matters.

**FURTHER RESOLVED**, that the discussion of such subject matters in Executive Session will be disclosed to the public when the matter has been resolved, unless such is otherwise prohibited by law.

Time: \_\_\_\_\_

Vote: \_\_\_\_ ayes \_\_\_\_ nays \_\_\_\_ absent \_\_\_\_ abstain

**15. RESUME PUBLIC PORTION OF MEETING**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to return to public session. Time: \_\_\_\_\_

Vote: \_\_\_\_ ayes \_\_\_\_ nays \_\_\_\_ absent \_\_\_\_ abstain

**16. COMMENTS FROM MEMBERS OF THE PUBLIC, BOARD AND STAFF ON GENERAL TOPICS:**

This meeting will now be open to the public on any topic. If your comments pertain to students, personnel, litigation, or negotiations, we would ask that you see the Superintendent after the meeting since the Board does not generally discuss such items in public.

- \* Please state your name and address.
- \* Comments must be limited to two minutes per person.

# Washington Township Board of Education

---

June 26, 2017 6:00 P.M.

## 17. ADJOURNMENT

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn meeting.

Vote:     \_\_\_\_ ayes     \_\_\_\_ nays     \_\_\_\_ absent     \_\_\_\_ abstain

Time: \_\_\_\_\_