

# WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA

Regular Meeting

June 27, 2016

7:00 P.M.

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

# Washington Township Board of Education

June 27, 2016 7:00 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, Jeremy Senn, 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. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

Required Personnel: Dr. Thomas Baruffi \_\_\_\_\_ Ms. Karen Gfroehrer \_\_\_\_\_ Mr. Ronald Sahli \_\_\_\_\_

**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

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## 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. PRESENTATIONS

- a. Presentation of Plaque to Gloria Sandor for 39 Years of Service

## 11. BOARD OF EDUCATION BUSINESS

- Correspondence
- Old Business
- New Business
  - Green Bank Celebration Day
  - District Property Disposal
  - Board Workshop (July)

## 12. 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 23, 2016: Regular Meeting

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

## 13. RECOMMENDATIONS OF THE SUPERINTENDENT (Dr. Thomas Baruffi, Interim Superintendent)

### A. Personnel

N/A

### B. Curriculum/Student Matters

#### 1. Security Drill Statement of Assurance

Approve submission of Security Drill Statement of Assurance to the Burlington County Superintendent's office. (See Attachment 12-B-1)

#### 2. Acknowledge Annual Violence & Vandalism Report (EVVRS)

Acknowledge the annual electronic submission of the Violence and Vandalism (EVVRS).

#### 3. Affirm Harassment, Intimidation, & Bullying Incidents:

Affirm the Harassment Intimidation, and Bullying incidents described in the Superintendent's Report as resolved by the building principal or designee i.e. Bullying Specialist, Bullying Coordinator.

#### Consequence Key

SD – School Detention	C – Counseling	CR – Conflict Resolution
PM – Peer Mediation	COM – Signed Complaint	PN – Police Notification
ISS – In-School Suspension	OSS – Out of School Suspension	PC – Parent Contact

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Date	Victim's Id	Grade	Offender's Id	Grade	Consequence
N/A					

**4. Participation of Professional Meetings, Workshops, etc.:**

Approve the expenses related to meetings/professional activities as listed below.

Name	Date	Time	Place	Class	Cost
N/A					

**5. Field Trips**

Date	Place	Event	Cost	Transportation
N/A				

Action: Motion by: _____	
Second by: _____	
_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

**C. Board/Policy-N/A**

**D. Superintendent's Report: (Dr. Thomas Baruffi, Interim Superintendent)**

**1. School District Enrollment:**

Grade	Enrollment	School Choice (included)
Pre-K	7	
K	5	
1	7	1
2	8	
3	5	
4	4	
<b>Total</b>	<b>36</b> (as 06/27/16)	
<b>MULLICA</b>	<b>28</b>	5
<b>CEDAR CREEK</b>	<b>32</b>	
<b>BCIT</b>	<b>4</b>	

**2. Child Study Team Report:**

Grade	Enrollment	School Choice (included)
<b>GREEN BANK</b>		
Preschool	2	
K	1	
1	0	
2	2	
3	0	
4	0	
<b>MULLICA</b>		

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5	2	
6	**1	
7	1	
8	0	**1
Homebound	0	
**Self-Contained	0	
<b>Atlantic County S.S.</b>		
2	1	

**Total Special Education Students:**

Special Education Students in District	=	5
Special Education Students Out of District	=	6
Tuition Students Received	=	0
<b>Total Active Students as of 06/27/16</b>	<b>=</b>	<b>11</b>

**3. Fire Drills:**

Date	Time	Length	Type
6/2/16	1:41p.m.	3 Minutes	Regular
6/13/16	12:38p.m.	4 Minutes	Security-Bomb Threat

**E. FYI:**

N/A

**F. Facilities:**

1. May Facilities Report (See Attachment 12-F-1)

**G. Nurse's Report:**

1. May Nurse's Report (See Attachment 12-G-1)
2. June Nurse's Report (See Attachment 12-G-2)
3. Yearly Nurse's Report (See Attachment 12-G-3)

**14. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, upon recommendation of the Business Administrator, approve items 13A through 13J:**

**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 April 30, 2016, after review of the Secretary's Budget Reports for April 30, 2016, 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.

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

Treasurer's report for April 2016  
Board Secretary's report for April 2016

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11@3* I, Karen Gfroehrer, Board Secretary, certify that as of April 30, 2016, 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. 6A:23-2.11@2*, it is certified that there are no changes in anticipated revenue amounts and sources for the month of April 2016.

**B. Approval of Expenditures:**

1. Recommend approval of Total Payroll Expense for:

- May 13, 2016           \$22,891.46
- May 26, 2016           \$22,495.63

2. Recommend approval of the following bills lists as per attached:

- June 27, 2016 bills list in the amount of \$42,152.69

**C. Approval of Transfers:**

- Recommend approval of Expense Account Adjustment #000027 to #000028 for April 2016, as per attached.

**D. Request for Proposal:**

None

**E. Grants:**

1. Recommend approval of submission of the 2016-2017 NCLB Grant as follows:

Title I:   \$18,289  
Title IIA: \$2,250

**F. Contracts:**

1. **RESOLVED**, the Washington Township Board of Education enter into a contract with Holman, Frenia, Allison, P.C. for the 2015-2016 annual audit (CAFR report) at a cost of \$17,000.00 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 \$3,744.00 effective July 1, 2016.

3. **RESOLVED**, the Washington Township Board of Education agrees that special education summer school transportation shall be provided for the 2016-2017 school year according to public and private schools for the students of the districts herein joined including:

BASS RIVER	MOORESTOWN
BEVERLY CITY	MT. HOLLY
BORDENTOWN	MT. LAUREL
BURLINGTON CITY	NEW HANOVER TWP

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BURLINGTON TWP	NORTH HANOVER
CHESTERFIELD	NORTHERN BURLINGTON REGIONAL
CINNAMINSON	PALMYRA
DELANCO	PEMBERTON TWP
DELRAN	RANCOCAS VALLEY REGIONAL
EASTAMPTON TWP	RIVERSIDE TWP
EDGEWATER PARK	RIVERTON
EVESHAM TWP	SHAMONG TWP
FLORENCE	SOUTHAMPTON
HAINESPORT	SPRINGFIELD
LENAPE REGIONAL HS	TABERNACLE
LUMBERTON	WASHINGTON TWP
MANSFIELD	WESTAMPTON
MAPLE SHADE	WILLINGBORO
MEDFORD TWP	WOODLAND
MEDFORD LAKES	BURLINGTON CO SPECIAL SERVICES

4. **RESOLVED**, the Washington Township Board of Education agrees that public, non-public and vocational school transportation shall be provided for the 2016-2017 according to public and private schools for the students of the districts herein joined including:

BASS RIVER	MOORESTOWN
BEVERLY CITY	MT. HOLLY
BORDENTOWN	MT. LAUREL
BURLINGTON CITY	NEW HANOVER TWP
BURLINGTON TWP	NORTH HANOVER
CHESTERFIELD	NORTHERN BURLINGTON REGIONAL
CINNAMINSON	PALMYRA
DELANCO	PEMBERTON TWP
DELRAN	RANCOCAS VALLEY REGIONAL
EASTAMPTON TWP	RIVERSIDE TWP
EDGEWATER PARK	RIVERTON
EVESHAM TWP	SHAMONG TWP
FLORENCE	SOUTHAMPTON
HAINESPORT	SPRINGFIELD
LENAPE REGIONAL HS	TABERNACLE
LUMBERTON	WASHINGTON TWP
MANSFIELD	WESTAMPTON
MAPLE SHADE	WILLINGBORO
MEDFORD TWP	WOODLAND
MEDFORD LAKES	BURLINGTON CO SPECIAL SERVICES

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5. **RESOLVED**, the Washington Township Board of Education agrees that special education winter school transportation shall be provided for the 2016-2017 according to public and private schools for the students of the districts herein joined including:

BASS RIVER	MOORESTOWN
BEVERLY CITY	MT. HOLLY
BORDENTOWN	MT. LAUREL
BURLINGTON CITY	NEW HANOVER TWP
BURLINGTON TWP	NORTH HANOVER
CHESTERFIELD	NORTHERN BURLINGTON REGIONAL
CINNAMINSON	PALMYRA
DELANCO	PEMBERTON TWP
DELRAN	RANOCAS VALLEY REGIONAL
EASTAMPTON TWP	RIVERSIDE TWP
EDGEWATER PARK	RIVERTON
EVESHAM TWP	SHAMONG TWP
FLORENCE	SOUTHAMPTON
HAINESPORT	SPRINGFIELD
LENAPE REGIONAL HS	TABERNACLE
LUMBERTON	WASHINGTON TWP
MANSFIELD	WESTAMPTON
MAPLE SHADE	WILLINGBORO
MEDFORD TWP	WOODLAND
MEDFORD LAKES	BURLINGTON CO SPECIAL SERVICES

6. **RESOLVED**, the Washington Township Board of Education approve the personal aide for one student attending Atlantic County Special Services from July 1, 2016 through June 30, 2017 at a cost of \$41,940.00
7. **RESOLVED**, the Washington Township Board of Education enter into a contract with Industrial Appraisal Company at a cost of \$420 for the school year 2015-2016 for Report of Insurable Values, Property Record and Inventory Control Reports.
8. **RESOLVED**, the Washington Township Board of Education enter into a contract with The Barclay Group at a cost of \$14,349 for the school year 2016-2017 for NJSIG Property & Casualty Renewal Premium.
9. **RESOLVED**, the Washington Township Board of Education enter into a contract with McGowan LLC Well Water Compliance Management at a cost of \$1,680.00 for the school year 2016-2017 for Compliance Management services.
10. **RESOLVED**, the Washington Township Board of Education enter into a contract with GenServe Inc. at cost of \$645.00 for the school year 2016-2017 for annual preventive maintenance service.



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## **G. Shared Services Agreement**

**RESOLVED**, the Washington Township Board of Education approve the 2016-2019 Shared Services Agreements with the Mullica Township Board of Education for the following amounts for a total of \$110,000:

Business Office	\$ 50,000
Management of Buildings, Grounds & Custodial Services	\$ 6,875
Custodial Services	\$ 48,125
Technology	\$ 5,000

## **H. Health Insurance Coverage**

**RESOLVED**, that the Washington Township Board of Education agree to reimburse the Mullica Township Board of Education for providing health insurance benefits to Gloria Sandor, retired Washington Township School District teacher until such time that the NJ Pensions and Benefits provides coverage. All costs to Mullica Township will be reimbursed by the Washington Township School District.

## **I. 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.*

- Advertising – Newspapers
- Architect
- Attendance and Substitute Software
- Attorney
- Broad Band Services, including Internet
- Community Notification Systems
- Copier – cost per copy
- Educational Services
- Electric – Repairs under Time and Material
- Energy
- Engineer
- E-Rate Consultant
- Financial Accounting Software
- Food Services
- HVAC Controls
- HVAC Services and Repairs under Time and Material Basis

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- Insurance Agent – Benefits
- Insurance Agent – General
- Insurance – ie Health, Property and Casualty, Worker Compensation
- Itinerant Services
- Library Online Services
- Network and IT Support
- Plumbing Services and Repairs under Time and Material Basis
- Policy Consultant
- School Boards Association
- School Physician
- Security and Fire Alarm Monitoring
- Special Education Compliance Software
- Special Education Services – Consultants
- Staff Development and Training
- Student Information System
- Technology Services including Website
- Telecommunications
- Transportation Services
- Tuition

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

1. **RESOLVED** the Washington Township Board of Education authorize the Chief School Administrator and 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, 2016;

**FURTHER**, to authorize the Business Administrator/Board Secretary to process and execute payment of bills, including debt service, as necessary for the 2016-2017 school year before the August 29, 2016, 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

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

**WHEREAS**, NJSIA 18A:21-2 and NJSIA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts 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 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 following Maintenance Reserve and Emergency Reserve accounts at year end, and

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**WHEREAS**, the Washington Township Board of Education has determined that a maximum of \$100,000 may be reserved for each of the aforementioned reserves 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.

**L. Green Bank Celebration Day**

**RESOLVED** the Washington Township Board of Education approve Green Bank Celebration Day to be held on August 20, 2016 with a rain date of August 21, 2016;

**BE IT FURTHER RESOLVED**, the Business Administrator to move forward with the planning of the event.

Action: Motion by: _____	
Second by: _____	
_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

**M. Informational Items:**

The next regular meeting of the Board of Education to be held August 29, 2016.

• **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

• **RESUME PUBLIC PORTION OF MEETING**

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

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

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

• **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.

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- **ADJOURNMENT**

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

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

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