

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA

Regular Meeting

May 23, 2016

7:00 P.M.

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

Washington Township Board of Education

May 23, 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. PRESENTATIONS

10. APPOINTMENTS

Motion by _____ and seconded by _____ to approve items 10a through 18:

a. **RESOLVED**, that the Washington Township Board of Education approve the following appointments for the 2016-2017 school year:

1. **Karen Gfroehrer**

- Board Secretary (*Mullica contract*)
- Custodian of Records (*Mullica contract*)
- Public Agency Compliance Officer (*Mullica contract*)
- Qualified Purchasing Agent (*Mullica contract*)
- Approves use of Facsimile Signatures

2. **Anita Tirado**

- Assistant Board Secretary (*Mullica contract*)

3. **Randy Ficken**

- Asbestos/AHERA Coordinator (*Mullica contract*)
- Indoor Air Quality Designee (*Mullica contract*)
- Integrated Pest Management Officer (*Mullica contract*)
- Right to Know Officer (*Mullica contract*)

b. **RESOLVED**, that the Washington Township Board of Education approve the following professional appointments for the 2016-2017 school year:

School Auditor	Holman, Frenia, Allison, PA
School Solicitor	Ron Sahli, Sahli & Padovani
Risk Management Consultant	The Barclay Group

11. **Qualified Purchasing Agent**

RESOLVED, that Karen Gfroehrer is the appointed Qualified Purchasing Agent for the Washington Township Board of Education and pursuant to NJSA 18A:18/a-37(a) that the bid threshold limit be established for the 2016-2017 school year in the amount of \$40,000 with a quote threshold of \$6,000.

12. **APPROVAL OF 2016-2017 SCHOOL BOARD MEETING DATES, TIMES AND LOCATIONS**

Meetings will be held on the last Monday of each month at 7:00 p.m. at the Green Bank School, 2434 Route 563, Egg Harbor, New Jersey 08215, unless otherwise advertised or noted below:

June 27, 2016	December 2016 – No Meeting
July 2016 (Work Session)	January 3, 2017 (Tuesday) (Reorganization Meeting)
August 29, 2016	February 27, 2017

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September 26, 2016	March 27, 2017
October 31, 2016	April 24, 2017
November 28, 2016	May 22, 2017 (4th Monday)

13. ADOPTION OF OFFICIAL NEWSPAPERS

The Press of Atlantic City, primary and the Burlington County Times, secondary.

14. ADOPTION OF POLICIES AND PROCEDURES FOR THE 2016-2017 SCHOOL YEAR

Recommend the Washington Township Board of Education accept and reaffirm the district policies, and permitted public records N.J.A.C. 6:3-6:3(a)2 ;

FURTHER, that the Washington Township Board of Education acknowledge the adopted rules for Board Governance to include bylaws policies, and regulation practices and procedures of the Washington Township Board of Education recognizing that these items may be amended when necessary with Board approval.

15. APPROVAL OF SCHOOL DEPOSITORIES AND SIGNATORIES

RESOLVED, that, TD Bank be designated as the depositories of record for the Washington Township Board of Education accounts; and

BE IT FURTHER RESOLVED, that the investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and that the Business Administrator shall be the designated school funds investor; and

FURTHER RESOLVED, that all checks drawn against the General Fund Account are signed by any three of the following:

President, Vice President, Board Secretary, Treasurer

BE IT FURTHER RESOLVED, that the Washington Township Board of Education authorize the following signatures on the accounts maintained by the Washington Township Board of Education:

School Lunch Program	President, Board Secretary, School Secretary (two of three)
Payroll Checking	President, Board Secretary, Treasurer (two of three)
Payroll Agency Checking	President, Board Secretary, Treasurer (two of three)

16. ADOPTION PAYMENT OF BILLS BETWEEN MEETING

Motion by _____ and seconded by _____ to approve payment of bills between meetings.

17. STATE CONTRACT VENDORS

RESOLVED, that the Washington Township Board of Education approve the following resolution authorizing contracts with certain approved state contract vendors for Board of Education Pursuant to N.J.S.A. 18A:18A-10a.

WHEREAS, the Washington Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and J.J.A.C.5:34-7.29©, may by resolution and without advertising for bids, purchase any goods or services under the State contracts entered into on behalf of the State by the Division of Purchases and Property in the Department of the Treasury; and

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WHEREAS, the Washington Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Washington Township Board of Education intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Washington Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors for the 2015-2016 school years pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Washington Township Board of Education Business Administrator, Karen Gfroehrer, shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Washington Township Board of Education and the Referenced State Contract Vendors as Referenced on Department of Treasury website shall be from July 1, 2016 to June 30, 2017.

18. RESOLVED, the Washington Township Board of Education approve the submission of the tax requisition schedule for the 2016-2017 school year as follows:

2016-2017	Tax Levy	Debt Service	Totals
7/1/2016	102,929.50	0	102,929.50
8/1/2016	102,929.50	0	102,929.50
9/1/2016	102,929.50	0	102,929.50
10/1/2016	102,929.50	0	102,929.50
11/1/2016	102,929.50	0	102,929.50
12/1/2016	102,929.50	0	102,929.50
1/1/2017	102,929.50	0	102,929.50
2/1/2017	102,929.50	0	102,929.50
3/1/2017	102,929.50	0	102,929.50
4/1/2017	102,929.50	0	102,929.50
5/1/2017	102,929.50	0	102,929.50
6/1/2017	102,929.50	0	102,929.50
TOTALS	1,235,154.00	0	1,235,154.00

_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

19. 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.

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

20. BOARD OF EDUCATION BUSINESS

- Correspondence
- Old Business
- New Business

21. MINUTES

Motion by _____ and seconded by _____ to approve the minutes for the following meeting minutes, as submitted by the School Business Administrator/Board Secretary:

- April 18, 2016: Special Meeting
- April 18, 2016 Executive Session
- April 25, 2016: Regular Meeting
- May 9, 2016: Special Meeting
- May 9, 2016: Executive Session Minutes

Vote: ___ ayes ___ nays ___ absent ___ abstain

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

Motion by _____ and seconded by _____, upon recommendation of the superintendent, approve items 21A1 through 21C1m:

A. Personnel:

1. Substitute Personnel:

Approve the following personnel pending receipt of appropriate documentation for 2016-2017 school year:

Name	Type of Substitute Category	Rate of Pay	Location

2. Sick Leave Buyout:

- Approve the sick leave buyout for Gloria Sandor, payable on June 30, 2016, not to exceed \$11,956.00. This amount will be adjusted should any sick days or personal days be used before June 30, 2016.
- Approve the sick leave buyout for Jill Plenge, payable on June 30, 2016, not to exceed \$7,864.50.

B. Curriculum/Student Matters:

1. 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.

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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

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

2. 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					

3. Field Trips

Date	Place	Event	Cost	Transportation
6/10/16	Bass River State Park	School Trip	\$0	\$384.15 1 bus

C. Board/Policy

1. Approve following policies for Second Reading:

- a. Bylaw 0167 – Public Participation in Board Meetings
- b. Bylaw 0168 - Recording Board Meetings
- c. Policy 2422 – Health and Physical Education
- d. Policy (Abolished) 2425 - Physical Education
- e. Policy (M) 5111 – Eligibility of Resident/Nonresident Students
- f. Regulation (M) 5111 – Eligibility of Resident/Nonresident Students
- g. Policy (M) 5310 – Health Services
- h. Regulation (M) 5310 – Health Services
- i. Policy (M) 5330.01 - Administration of Medical Marijuana
- j. Regulation (M) 5330.01 - Administration of Medical Marijuana
- k. Policy (M) 8462 – Reporting Potentially Missing or Abused Children
- l. Regulation (M) 8462 – Reporting Potentially Missing or Abused Children
- m. Policy 8550 - Outstanding Food Service Charges

_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

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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	
Total	36 <i>(as 05/23/16)</i>	
MULLICA	28	5
CEDAR CREEK	32	
BCIT	4	

2. Child Study Team Report:

Grade	Enrollment	School Choice (included)
GREEN BANK		
Preschool	2	
K	1	
1	0	
2	2	
3	0	
4	0	
MULLICA		
5	2	
6	**1	
7	1	
8	0	**1
Homebound	0	
**Self-Contained	0	
Atlantic County S.S.		
2	1	

Total Special Education Students:

Special Education Students in District	=	5
Special Education Students Out of District	=	6
Tuition Students Received	=	0
Total Active Students as of 05/23/16	=	11

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3. Fire Drills:

Date	Time	Length	Type
4/15/16	1:37pm	4 minutes	Regular
4/19/16	1:40pm	5 minutes	Security-Active Shooter

E. FYI:

N/A

F. Facilities:

1. April Facilities Report (See Attachment 13-F-1)

G. Nurse's Report:

1. April Nurse's Report (See Attachment 13-G-1)

23. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion by _____ and seconded by _____, upon recommendation of the Business Administrator, approve items 23A through 23E:

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 March 31, 2016, after review of the Secretary's Budget Reports for March 31, 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.

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

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

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11@3* I, Karen Gfroehrer, Board Secretary, certify that as of March 31, 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 March 2016.

B. Approval of Expenditures:

1. Recommend approval of Total Payroll Expense for:

- April 15, 2016 \$22,565.45
- April 30, 2016 \$22,528.52

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

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- May 2016 bills list in the amount of \$106,003.79

C. Approval of Transfers:

- Recommend approval of Expense Account Adjustment #000024 to #000026 for March 2016, as per attached.

D. Request for Proposal:

None

E. Grants:

None

_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

F. Informational Items:

- The next regular meeting of the Board of Education to be held June 27, 2016.

24. 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

25. RESUME PUBLIC PORTION OF MEETING

Motion by _____ and seconded by _____ to return to public session.

Time: _____

Vote: _____ ayes _____ nays _____ absent _____ abstain

26. 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.

27. ADJOURNMENT

Motion by _____ and seconded by _____ to adjourn meeting.

Vote: _____ ayes _____ nays _____ absent _____ abstain

Time: _____