

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

MEETING MINUTES

Reorganization Meeting

&

Regular Meeting

January 4, 2016

7:00 P.M.

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

Washington Township Board of Education

January 4, 2016 7:00 P.M.

1. VISION STATEMENT

BOE Vision

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

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.

Call to Order

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 7:05 P.M.

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.

Sunshine Law

6. ROLL CALL

Roll Call

Present: Mr. Bartling, Mrs. Ford, Mrs. Melita, Mr. Scamoffa, Mr. Senn, Mrs. Lee and Mrs. Del Nero.

Not Present: Mr. Scamoffa

Required Personnel: Interim Superintendent, Dr. Thomas Baruffi, Business Administrator/ Board Secretary, Karen Gfroehrer, and Board Attorney, Mr. Ronald Sahli

7. FLAG SALUTE

Flag Salute

8. OFFICAL ELECTION RESULTS

Jeremy Senn, Scott Bartling and Karen Del Nero, 3-year term

9. ADMINISTRATION OF OATH OF OFFICE SWEARING IN OF NEWLY-ELECTED BOARD OF EDUCATION MEMBERS

10. NOMINATIONS & ELECTION FOR BOARD PRESIDENT

The Board Attorney, Ron Sahli asked for nominations for the position of President of the Washington Township Board of Education..

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Mr. Jeremy Senn was elected as President of Washington Township Board of Education by a roll call vote of 7 all in favor.

11. NOMINATIONS & ELECTION FOR VICE PRESIDENT

The Board Attorney, Ron Sahli asked for nominations for the position of Vice President of the Washington Township Board of Education

Mrs. Charlene Lee was elected as Vice President of Washington Township Board of Education by a roll call vote of 7 all in favor.

BOARD OF EDUCATION CODE OF ETHICS REVIEW

Motion by Mr. Bartling and Seconded by Mrs. Ford

The Business Administrator/Board Secretary, Karen Gfroehrer, read the New Jersey School Boards Member Code of Ethics.

RESOLVED, pursuant to N.J.S.A. 18A:12-21, that each member of the Board of Education has reviewed the New Jersey School Boards Member Code of Ethics.

FURTHER, to acknowledge each Board Member has submitted, on this day, a signed copy affirming the ethics promise.

Motion approved upon roll call vote.

The newly elected Board President, Mr. Jeremy Senn, assumed the chair at this time.

12. COMBINATION STATEMENT OF RESULTS IN THE ANNUAL SCHOOL ELECTION

Motion by Mr. Scott Bartling and seconded by Mrs. Fatima Ford;

RESOLVED, that the Washington Township Board of Education shall enter into the recorded minutes the results of the 2015-2016 Annual School Election, held on Tuesday, November 4, 2015.

Name	Machine Votes	Total Votes	Term
Jeremy Senn	73	83	3 year
Karen Del Nero	68	77	3 year
Scott Bartling	30	31	3 year

Motion approved upon roll call vote.

13. APPOINTMENTS OF DELEGATES/REPRESENTATIVES

Motion by Mrs. Charlene Lee and seconded by Mrs. Fatima Ford;

RESOLVED that the Washington Township Board of Education designate the following Delegates/Representatives from the membership of the Washington Township Board of Education:

BCSBA Delegate: Mrs. Karen Del Nero

Alternate: Mr. Jeremy Senn

NJSBA Delegate: Mrs. Karen Del Nero

Alternate: Mr. Jeremy Senn

Motion carried unanimously

14. COMMITTEE APPOINTMENTS

Motion by Mrs. Charlene Lee and seconded by Mrs. Fatima Ford;

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RESOLVED, that the Mullica Township Board of Education approve the following committee appointments for the 2016 calendar year:

Education & Programs/Curriculum Charlene Lee, Jeremy Senn & Karen Melita

Personnel & Negotiations: Bill Scamoffa, Fatima Ford & Karen Del Nero

Budget & Finance: Charlene Lee, Karen Melita & Scott Bartling

Facilities: Bill Scamoffa, Jeremy Senn & Karen Del Nero

Policy: Fatima Ford & Karen Del Nero

Shared Services: Scott Bartling, Bill Scamoffa & Jeremy Senn

Mullica Township BOE Representative: Rotate

Motion carried unanimously

15. EXECUTIVE SESSION

None

16. PRESENTATIONS

- a. Annual Audit Presentation by David McNally of Holman, Frenia & Allison
- b. Bi-Annual Harassment, Intimidation, & Bullying (HIB) Report-Dr. Thomas Baruffi, Interim Superintendent of Schools
- c. Understanding Basic School Finance-Karen Gfroehrer
- d. PARCC Test Results

17. COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

None

18. BOARD OF EDUCATION BUSINESS

- Correspondence: The Press of Atlantic City would like to print an article on the feasibility study.
- Old Business
- New Business: Negotiations

19. MINUTES

Motion by Mr. Scott Bartling and seconded by Mrs. Charlene Lee to approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary:

- November 16, 2015: Regular Meeting
- November 16, 2015: Executive Session
- November 24, 2015: Special Meeting

Motion carried unanimously

20. RECOMMENDATIONS OF THE SUPERINTENDENT (Dr. Thomas Baruffi, Interim Superintendent) upon recommendation of Superintendent:

Motion. Mrs. Charlene Lee and Seconded by Mrs. Fatima Ford to approve items 20 through 20C.

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RESOLUTION: LOCAL BOARD OF EDUCATION

WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2016 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Washington Township Board of Education is one of 588 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Washington Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of 1.37 million children in Pre-Kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, The efforts of local boards of education, in partnership with stakeholders ranging from parents to teachers to state education officials, have fostered a public school system that has contributed to New Jersey's status as a leader in academic benchmarks, such as elementary and middle school scores on the National Assessment of Educational Progress, and college preparation through Advanced Placement offerings; Now, therefore, be it

RESOLVED, That the Washington Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2016 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Washington Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

A. Personnel:

1. Approve the following substitute personnel pending receipt of appropriate documentation for the 2015-2016 school year:

Approve the following substitute personnel pending receipt of appropriate documentation for the 2015-2016 school year.

Name	Type of Substitute Category	Rate of Pay	Location
Toni Stransky	Instructional Aide/ Custodial	\$10.00/hour	Green Bank
Catherine Holland	Instructional Aide	\$10.00/hour	Green Bank

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Line Bader	Secretarial	\$10.00/hour	Green Bank
John Trojian	Teacher	\$ 70.00/day	Green Bank
Deborah Giacomoni	Teacher	\$ 70.00/day	Green Bank
Frank Brown	Certified Teacher	\$ 80.00/day	Green Bank

2. Approve the Statement of Assurance- Use of Paraprofessional Staff for the 2015-2016 School Year:

Approve the submission of the Statement of Assurance to the Burlington County Executive Superintendent of Schools for the purpose of confirming the district has met the requirements for the paraprofessional staff for 2015-2016.

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.

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
N/A				

C. Board/Policy:

1. Approve following policies for First Reading:

- a. Adoption of Policy # 0134 Board Self Evaluation:**
Adoption of Policy # 0134 Board Self Evaluation upon first reading.
- b. Adoption of Policy # 2622 Student Assessment:**
Adoption of Policy # 2622 Student Assessment upon first reading.
- c. Adoption of Policy # 3212 Attendance:**
Adoption of Policy # 3212 Attendance upon first reading.
- d. Adoption of Policy # 3218 Substance Abuse:**
Adoption of Policy # 3218 Substance Abuse upon first reading.
- e. Adoption of Policy # 4212 Attendance:**
Adoption of Policy # 4212 Attendance upon first reading.

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- f. **Adoption of Policy # 4218 Substance Abuse:**
Adoption of Policy # 4218 Substance Abuse upon first reading.
- g. **Adoption of Policy # 5200 Attendance:**
Adoption of Policy # 5200 Attendance upon first reading.
- h. **Adoption of Regulation # 3218 Substance Abuse:**
Adoption of Regulation # 3218 Substance Abuse upon first reading.
- i. **Adoption of Regulation # 4218 Substance Abuse:**
Adoption of Regulation # 4218 Substance Abuse upon first reading.
- j. **Adoption of Regulation # 5200 Attendance:**
Adoption of Regulation # 5200 Attendance upon first reading.

Motion carried unanimously upon roll call vote.

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 (as 01/04/16)	
WASHINGTON	28	5
CEDAR CREEK	33	
BCIT	4	

2. Child Study Team Report:

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

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Atlantic County S.S.	
2	1

Total Special Education Students:

Special Education Students in District	=	4
Special Education Students Out of District	=	6
Tuition Students Received	=	0
Total Active Students as of 01/04/16	=	10

3. Fire Drills:

Date	Time	Length	Type
11/16/15	12:34 pm	3 Minutes	Regular
11/23/15	12:39 pm	4 Minutes	Security-Active Shooter

E. FYI:

N/A

F. Facilities:

1. November Facilities Report (See Attachment 13-H-1)

G. Nurse's Report:

1. November Nurse's Report (See Attachment 13-I-1)

21. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion by Mrs. Charlene Lee and Seconded by Mrs. Fatima Ford to approve section items 21A-21I

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 November 30, 2015, after review of the Secretary's Budget Reports for October 31, 2015 and November 30, 2015, 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 October and November 2015
- Board Secretary's report for October and November 2015

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3) I*, Karen Gfroehrer, Board Secretary, certify that as of November 30, 2015, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount

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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 October and November 2015.

B. Approval of Expenditures:

1. Approve Total Payroll Expense for:

- November 13, 2015 \$23,334.76
- November 30, 2015 \$22,620.42

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

- December 2015 bills list in the amount of \$223,296.54
- **RESOLVED**, that the Washington Township Board of Education authorize the Interim Superintendent and Business Administrator/Board Secretary to process and execute payment of bills, until the February 29, 2016 Board of Education meeting with understanding that the bills list will be provided.

C. Approval of Transfers:

- Approve appropriation adjustment #000012 for October 2015 and #000013 through #000016 for November 2015, as per attached.

D. Request for Proposal:

RESOLVED, the Washington Township Board of Education approves to solicit Request for Proposals (RFP's) for the auditor.

E. Grants:

- **RESOLVED**, the Washington Township Board of Education approves to accept the 2015 Target Field Trip Grant in sponsorship with Scholarship America.
- **RESOLVED**, the Washington Township Board of Education approves to accept the REAP Grants as follows:
 - S358A144113: \$17,627
 - S358A154113: \$17,537

F. Standard Operating Procedure Manual (SOP)

RESOLVED, the Washington Township Board of Education approves the Standard Operating Procedure Manual (SOP).

G. Audit Acceptance:

Approve to accept the 2014-2015 school year Comprehensive Annual Financial Report (C.A.F.R.) as prepared by Holman, Frenia, and Allison, PA and as submitted to the NJ Department of Education with the following recommendations:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Programs
None
4. School Food Service

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- None
- 5. Student Council Activities Funds and School Activities
None
- 6. Application for Sate School Aid
None
- 7. Pupil Transportation
None
- 8. Facilities and Capital Assets
None
- 9. Follow-Up on Prior-Year Findings
None

Further, the Board acknowledges that a Corrective Action Plan is not required.

H. Acceptance of Peer Review Letter

Approve to accept the Holman Frenia Allison, P.C. Peer Review letter as prepared by Friche & Associates, P.C.

I. SEMI Waiver

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2016-2017 school year; and

WHEREAS, the Washington Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

NOW THEREFORE BE IT RESOLVED, that the Washington Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Burlington an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2016-2017 school year.

Motion carried unanimously

J. Informational Items:

The next regular meeting of the board of education to be held February 29, 2016.

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

NONE

23. EXECUTIVE SESSION

NONE

24. ADJOURNMENT

Motion by Mrs. Charlene Lee and seconded by Mrs. Fatima Ford to adjourn meeting at 8:27 P.M.

Respectfully submitted,



Karen Gfroehrer
Board Secretary