

# WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

MEETING MINUTES

Regular Meeting

February 29, 2016

7:00 P.M.

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

# Washington Township Board of Education

February 29, 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 7:03 P.M.

## 5. OPEN PUBLIC MEETINGS STATEMENT/SUNSHINE LAW

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

Roll Call

**Present:** Mr. Bartling, Mrs. Ford, Mrs. Melita, 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. PRESENTATIONS

None

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

Mr. Barry Cavaleer thanked the Board of Education on behalf of the Washington Township Committee for allowing the building to be used as a shelter during the storm.

## 10. BOARD OF EDUCATION BUSINESS

- Correspondence
  - Mullica Township BOE request to the Board President to participate in the superintendent search

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- Mr. Todd Flora, Executive County Superintendent of Schools, letter to David Hespe, Commissioner, NJ Department of Education

Dr. Baruffi explained to the Board that the letter advised that the district should become a non-operating district and this should be part of considering the option to regionalize with the Mullica Township School District. He further explained that the Green Bank tenured teachers will have bumping rights. Teachers in both districts are being impacted. Dr. Baruffi said that the Board has to decide whether or not they will move on this if the Commissioner agrees that the district should become a non-operating school district. The district is dealing with challenging timelines due to the budget. Dr. Baruffi further explained that the current choice students may remain with the district until they graduate from Mullica.

Mr. Bartling voiced his concerns regarding the tax impacts on the district should they regionalize.

Mrs. Ford asked if the district was required to regionalize if the Commissioner advises that the district should regionalize.

Mr. Sahli explained that the Commissioner can recommend or demand that regionalization occur. If it is recommended, then the Board can decide. If it is demanded, then the Board has the option to appeal.

- Old Business
- New Business
- Committees
  - Finance Committee – The finance committee will meet on March 14, 2016 to discuss the proposed budget.
  - Negotiation Committee – The negotiations committee met to review the current contract and discuss negotiation proposals. The negotiations committee has scheduled a tentative meeting with the Green Bank Education Association (GBEA) on March 10, 2016.

Motion by Mrs. Charlene Lee and seconded by Mrs. Karen Melita to approve by Jeremy Senn, Board President, to act as the Board's representative to participate in the superintendent search as requested by the Mullica Township Board of Education.

**Motion carried unanimously**

## 11. MINUTES

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

- January 4, 2016: Regular and Reorganization Meeting

**Motion carried unanimously**

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

Motion by Mrs. Charlene Lee and Seconded by Mrs. Fatima Ford to approve items 13A2-13C2J.

### A. Personnel:

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**1. Substitute Personnel:**

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

Name	Type of Substitute Category	Rate of Pay	Location
N/A			

**2. Green Bank Education Association 2015-2016 Negotiated Agreement:**

**RESOLVED**, to approve the 2015-2016 negotiated agreement between the Washington Township Board of Education and the Green Bank Education Association.

**B. Curriculum/Student Matters**

**1. Approval of Revised 2015-2016 School Calendar:**

Approve revised 2015-2016 school calendar. (See attached 13-B-1)

**2. Approval of 2016-2017 School Calendar:**

Approve 2016-2017 school calendar. (See Attached 13-B-2)

**3. Approve Submission of the Bi-Annual HIB Report and EVVRS Report:**

Approve submission of the Bi-Annual HIB report submitted to the NJDOE by January 30, 2016 as per the presentation provided on January 7, 2016.

**4. 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					

**5. 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					

**6. Field Trips**

Date	Place	Time	Cost	Transportation
4/8/16	Tuckerton Seaport Tuckerton, NJ	9:00am-3:00pm	\$432.00 Target Grant is paying for this trip and transportation	\$409.15

**C. Board/Policy:**

**Policy Committee Report**

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**1. Approve following policies for first reading**

- a. Policy # 0152 - Board Officers
- b. Policy # 3322 - Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
- c. Policy # 4322 - Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
- d. Policy # 5330 - Administration of Medication
- e. Regulation # 5330 - Administration of Medication
- f. Policy # 5339 - Screening for Dyslexia
- g. Policy # 5615 - Suspected Gang Activity
- h. Policy # 5756 - Transgender Students
- i. Policy # 8540 - School Nutrition Programs
- j. Abolish Regulation # 8540 - Free and Reduced Rate Meals
- k. Policy # 8550 - Outstanding Food Service Charges
- l. Policy #8630 - Bus Driver/Bus Aide Responsibility
- m. Regulation #8630 - Emergency School Bus Procedures
- n. Policy # 8820 - Opening Exercises

**2. Approve following policies for second reading:**

- a. Policy #0134 - Board Self Evaluation
- b. Policy #2622 - Student Assessment
- c. Policy #3212 - Attendance
- d. Policy #3218 - Substance Abuse
- e. Regulation #3218 - Substance Abuse
- f. Policy #4212 - Attendance
- g. Policy #4218 - Substance Abuse
- h. Regulation #4218 - Substance Abuse
- i. Policy #5200 - Attendance
- j. Regulation #5200 – Attendance

**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	

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1	7	1
2	8	
3	5	
4	4	
<b>Total</b>	<b>36</b> (as 02/29/16)	
<b>MULLICA</b>	<b>28</b>	<b>5</b>
<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>		
5	2	
6	**1	
7	1	
8		**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 02/29/16</b>	<b>=</b>	<b>11</b>

**3. Fire Drills:**

Date	Time	Length	Type
12/9/15	10:43 AM	4 Minutes	Regular
12/11/15	12:40 PM	4 Minutes	Security-Bomb
1/8/16	1:41 PM	3 Minutes	Regular
1/27/16	1:23 PM	15 Minutes	Security-Tabletop

**E. FYI:**

N/A

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## F. Facilities:

1. December Facilities Report (See Attachment 13-F-1)
2. January Facilities Report (See Attachment 13-F-2)

## G. Nurse's Report:

1. December Nurse's Report (See Attachment 13-G-1)
2. January Nurse's Report (See Attachment 13-G-2)

## H. **RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR**

Motion by Mrs. Charlene Lee and seconded by Mrs. Fatima Ford by Business Administrator/Board Secretary recommendation to approve items H – H-F1:

**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 December 31, 2015, after review of the Secretary's Budget Reports for December 31, 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 December 2015  
Board Secretary's report for December 2015

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11@{3}* I, Karen Gfroehrer, Board Secretary, certify that as of December 31, 2015, 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 December 2015.

## A. Approval of Expenditures:

1. Recommend approval of Total Payroll Expense for:
  - December 15, 2015      \$24,207
  - December 23, 2015      \$22,919
  - January 15, 2015        \$22,563
  - January 30, 2015        \$23,073
2. Recommend approval of the following bills lists as per attached:
  - January 2016 bills list in the amount of \$239,473.52
  - February 2016 bills list in the amount \$141,299.37

## B. Approval of Transfers:

1. Recommend approval of Expense Account Adjustment #000017 for December 2015, as per attached.

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## C. Request for Proposal:

None

## D. Grants:

1. Recommend the submission of the 2015-2016 IDEA grant amendment to incorporate carryover funds from the 2014-2015 grant:

Basic: \$26,820

Preschool: \$ 1,817

Total: \$28,637

2. Recommend the submission of the 2015-2016 NCLB grant amendment to incorporate carryover funds from the 2014-2015 grant:

Title IA: \$14,000

Title IIA: \$ 4,616

Total: \$18,616

## E. Contracts:

1. Recommend to amend HFA, Holman/Frenia Allison PC Contract to include an additional \$1,000.00 due to GASB 68.

2. Recommend the Education Consortium (ECTS) Authorized Representatives to manage E-Rate.

## F. Dual Use Classroom Application:

1. Recommend the application to the Burlington County Department of Education for the dual use of the Preschool/Kindergarten classroom (Room 106) for the 2015-2016 school year.

Motion by Mrs. Fatima Ford and Seconded by Mrs. Charlene Lee to approve dual use of the Preschool/Kindergarten classroom (Room 106) for the 2015-2016 school year.

## G. Informational Items:

The next regular meeting of the Board of Education to be held March 21, 2016.

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

Mr. Barry Cavaleer asked what regionalization with Mullica would mean. Mr. Sahli explained that the district would have no board representation unless the Green Bank students represented 10% of the student body.

## I. RESOLUTION FOR EXECUTIVE SESSION (if needed):

Motion by Mrs. Charlene Lee and seconded by Mrs. Fatima Ford that the Board of Education shall meet for the purpose of discussing Negotiations 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: 7:57 P.M.

## J. RESUME PUBLIC PORTION OF MEETING

Motion by Mr. Scott Bartling and seconded by Mrs. Karen Melita to return to public session. Time: 8:14 P.M.



# Washington Township Board of Education

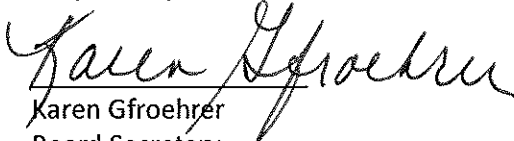
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## K. ADJOURNMENT

Motion by Mrs. Charlene Lee and seconded by Mrs. Fatima Ford to adjourn meeting at 8:14 P.M.

Respectfully submitted,

  
Karen Gfroehrer  
Board Secretary