

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

MEETING MINUTES

Regular Meeting

March 21, 2016

7:00 P.M.

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

Washington Township Board of Education

March 21, 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 7:06 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. EXECUTIVE SESSION: None

9. PRESENTATIONS

Budget Presentation – Dr. Baruffi and Ms. Gfroehrer

10. COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

Mr. Barry Cavaleer commented that he appreciated how professional and thoughtful the budget was handled.

11. BOARD OF EDUCATION BUSINESS

- Correspondence: None
- Old Business: None

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- New Business:

- Dr. Baruffi commended Mrs. Zacker for the way she handled student absences. One-third of students were absent due to illness.

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

12. MINUTES

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

- February 29, 2016: Special Meeting
- February 29, 2016: Executive Session

Motion carried unanimously

13. 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 13A-13E2N.

- A. **RESOLVED**, the Washington Township Board of Education approves the tentative 2016-2017 School District Budget for submission to the County Superintendent of Schools and to authorize the Board Secretary/Business Administrator to make necessary changes as requested by the County Office to receive approval.

| Appropriations | | Revenues | |
|---------------------------|--------------------|---------------------------|--------------------|
| Fund 10 Appropriations | \$2,092,342 | Budgeted Fund Balance | \$8,251 |
| Fund 12 | \$18,840 | Local Tax Levy | \$1,429,132 |
| | | Municipal Aid | \$0.00 |
| | | State Aid | \$673,798 |
| | | General Fund Revenue | \$0.00 |
| | | Maintenance Reserve | \$0.00 |
| GENERAL FUND TOTAL | \$2,111,181 | GENERAL FUND TOTAL | \$2,111,182 |
| Fund 20 | \$44,158 | Special Revenue | \$44,158 |
| TOTAL BUDGET | \$2,155,340 | TOTAL REVENUES | \$2,155,340 |

FURTHER, to acknowledge that the 2016-2017 school year budget as described results as follows:

General Fund Tax Levy: \$1,429,132

FURTHER, BE IT RESOLVED, that the support documentation of this budget also contains an itemization of criteria expenditures as required under administrative regulations.

The 2016-2017 tentative budget proposes programs and services aligned to the Common Core and State Standards adopted by the New Jersey State Board of

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Education. Information on this budget is available in the Washington Township Board of Education District Office.

B. MAXIMUM TRAVEL REIMBURSEMENT

RESOLVED, pursuant to N.J.A.C. 6A:23B-1.2(b) and school district policy N.J.A.C. 6A:23B-1.2(b), the Washington Township Board of Education shall establish in the 2016-2017 Annual School Budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2016-2017 school year.

NOW THEREFORE BE IT RESOLVED, that the Washington Township Board of Education hereby establishes the school district travel maximum for the 2016-2017 school year at the sum of \$3,000, and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

A. Personnel:

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 |
|-------------------|-----------------------------|-------------|------------|
| Elizabeth Plummer | Teacher | \$70.00 | Green Bank |

Approval of Submission of the Washington Township's Community Stewardship Incentive Program Grant to the New Jersey State Forestry Program:

Approve the submission of a letter of support for the Washington Township's Community Stewardship Incentive Program (CSIP) Grant to the New Jersey State Forestry Program. (See Attachments 13-C-2)

C. Curriculum/Student Matters:

1. Approval of the Submission of Comprehensive Equity Plan for School Years 2016-17 through 2018-19 and Statement of Assurance for the 2016-2017 School Year:

Approval of the Submission of Comprehensive Equity Plan for School Years 2016-17 through 2018-19 and Statement of Assurance for the 2016-2017 School Year. (See Attachment 13-D-3)

2. 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 | | | | | |

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3. Participation of Professional Meetings, Workshops, etc.:

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

| Name | Date | Time | Place | Class | Cost |
|------------------|---------|---------------|-------------------------------|---|---------|
| Charlotte Zacker | 4/14/16 | 9:00am-4:30pm | Caesar's Atlantic City, NJ | International Child Assault Prevention Conference | \$75.00 |

4. Field Trips

| Date | Place | Event | Cost | Transportation |
|------|-------|-------|------|----------------|
| | | | | |

D. Board/Policy

1. Approve following polices for first reading:

- a. Policy # 1240 - Evaluation of Superintendent
- b. Regulation # 1240 - Evaluation of Superintendent
- c. Procedure #2622 Student Assessment
- d. Policy # 3221 Evaluation of Teachers
- e. Regulation # 3221 Evaluation of Teachers
- f. Policy # 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrator's
- g. Regulation # 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrator's
- h. Policy # 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- i. Regulation # 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- j. Policy # 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- k. Regulation # 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- l. Policy # 3431.1 Family Leave
- m. Policy # 4431 Family Leave
- n. Policy 5111 Eligibility of Resident/Nonresident Pupils
- o. Policy # 5337 Service Animals
- p. Policy #5511 Dress and Grooming
- q. Policy # 5516 Use of Electronic Communication and Recording Device (ECDR)

2. Approve following polices for second reading:

- a. Policy # 0152 - Board Officers

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- 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

Motion carried unanimously upon roll call vote.

E. 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 03/21/16) | |
| 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 | |

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| | | |
|-----------------------------|-----|-----|
| 4 | 0 | |
| <i>MULLICA</i> | | |
| 5 | 2 | |
| 6 | **1 | |
| 7 | 1 | |
| 8 | | **1 |
| Homebound | 0 | |
| **Self-Contained | 0 | |
| <i>Atlantic County S.S.</i> | | |
| 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 03/21/16 | = | 11 |

3. Fire Drills:

| Date | Time | Length | Type |
|---------|----------|-----------|---------------------|
| 2/17/16 | 12:31 pm | 4 Minutes | Regular |
| 2/25/16 | 1:56 pm | 4 Minutes | Security - Lockdown |

F. FYI:

N/A

G. Facilities:

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

H. Nurse's Report:

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

14. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion by Mrs. Fatima Ford and seconded by Mrs. Charlene Lee to approve items section 14A-14F.

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

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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 January 2016
Board Secretary's report for January 2016

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

B. Approval of Expenditures:

1. Recommend approval of Total Payroll Expense for:

- February 12, 2015 \$22,816.21
- February 24, 2015 \$22,600.80

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

- March bills list in the amount of \$96,531.43.

C. Approval of Transfers:

- Recommend approval of Expense Account Adjustment #000018 to #000020 for January 2016, as per attached.

D. Request for Proposal:

None

E. Grants:

None

F. Contracts:

None

Motion carried unanimously

G. Informational Items:

- The next regular meeting of the Board of Education to be held April 25, 2016.
- The public budget hearing will be held on April 25, 2016 prior to the regular board meeting.

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

Barry Cavaleer inquired if the Board heard anything from the State regarding the feasibility study. Dr. Baruffi explained that the Burlington County Business Administrator and Superintendent met with the Commissioner of Education concerning staffing and the effect on staffing in both districts. It is very complicated when considering seniority, certifications, etc.

EXECUTIVE SESSION: None

RESUME PUBLIC PORTION OF MEETING

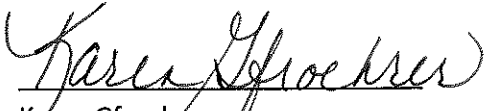
Motion by Mrs. Fatima Ford and seconded by Mrs. Charlene Lee to adjourn the meeting.

Time: 7:42 P.M.

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Respectfully submitted,



Karen Gfroehrer
Board Secretary