

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

MEETING MINUTES

Regular Meeting

April 25, 2016

7:00 P.M.

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

Washington Township Board of Education

April 25, 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

2016 – 2017 Budget Presentation

Motion by Mrs. Lee and seconded by Mr. Bartling to approve the 2016-2017 school year budget.

Upon recommendation of the Superintendent:

- A. **RESOLVED**, the Washington Township Board of Education approves the final 2016-2017 School District Budget;

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AND BE IT FURTHER RESOLVED, the Washington Township Board of Education authorize the Interim Superintendent and the Business Administrator/Board Secretary to implement the 2016-2017 Budget pursuant with local and state policies and regulations as submitted to the NJDOE; and

FURTHER to approve the Chart of Accounts as accepted by NJDOE in conjunction with Generally Accepted Accounting Principles.

Appropriations		Revenues	
Fund 10 Appropriations	\$1,891,300	Budgeted Fund Balance	\$8,251
Fund 12	\$18,840	Local Tax Levy	\$1,228,091
		State Aid	\$673,798
GENERAL FUND TOTAL	\$1,190,140	GENERAL FUND TOTAL	\$1,190,140
Fund 20	\$22,627	Special Revenue	\$22,627
TOTAL BUDGET	\$1,932,767	TOTAL REVENUES	\$1,932,767

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

General Fund Tax Levy: \$1,228,091

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

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

Motion carried unanimously upon roll call vote.

10. COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

- Mrs. Chrissy Leonetti questioned the resolution to withdraw from New Jersey State Health Benefits program. Ms. Gfroehrer explained process of transferring the health benefits from Green Bank to Mullica.
- Mrs. Melita asked if all Green Bank staff were going to Mullica. Dr. Baruffi answered yes.

11. BOARD OF EDUCATION BUSINESS

- Correspondence:
Dr. Baruffi informed the Board that a letter was sent home to the parents explaining what they can expect as part of the transition process. The Mullica PTA has also sent a letter to Green Bank parents welcoming them to the district.
- Old Business: None
- New Business: None

12. MINUTES

Motion by Mrs. Lee and seconded by Mrs. Del Nero to approve the minutes for the following meeting as submitted by the School Business Administrator/Board Secretary:

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- March 21, 2016: Regular Meeting

Motion carried unanimously

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

Motion by Mr. Bartling and Seconded by Mrs. Lee to approve items 13A.

A. Personnel:

1. Motion to abolish the following positions pursuant to N.J.S.A. 18A:28-9 for reasons of economy and the reduction in the number of pupils in the district effective July 1, 2016:

- Pre-K/Kindergarten Teacher
- First/Second Grade Teacher
- Third/Fourth Grade Teacher
- Part-time Special Education Teacher
- Part-time Basic Skills Teacher
- Part-time Teacher Aide
- School Nurse
- School Custodian
- Confidential Superintendent Secretary
- Part-time Spanish
- Part-time Music
- Treasurer

Motion carried unanimously upon roll call vote.

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				

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C. Board/Policy

Motion by Mr Bartling and Seconded by Mrs. Lee to approve items 13Ca – 13C2q

1. Approve following polices for First Reading:

- a. Bylaw 0167 – Public Participation in Board Meetings
- b. Bylaw 0168 - Recording Board Meetings
- c. Policy 2422 – Health 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

2. Approve following polices for Second Reading:

- b. Policy # 1240 - Evaluation of Superintendent
- c. Regulation # 1240 - Evaluation of Superintendent
- d. 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

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- 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 (ECRD)

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 04/25/16)	
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	
4	0	
MULLICA		
5	2	
6	**1	
7	1	
8		**1
Homebound	0	
**Self-Contained	0	
Atlantic County S.S.		
2	1	

Total Special Education Students:

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Special Education Students in District	=	5
Special Education Students Out of District	=	6
Tuition Students Received	=	0
Total Active Students as of 04/25/16	=	11

3. Fire Drills:

Date	Time	Length	Type
3/10/16	12:11 pm	3 Minutes	Regular
3/16/16	2:19 pm	7 Minutes	Security – Evacuation

E. FYI:

N/A

F. Facilities:

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

G. Nurse's Report:

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

14. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion by Mrs. Lee and seconded by Mrs. Del Nero, upon recommendation of the Business Administrator to approve items 14A – 14F.

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 February 29, 2016, after review of the Secretary's Budget Reports for February 29, 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 February 2016
- Board Secretary's report for February 2016

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3) I*, Karen Gfroehrer, Board Secretary, certify that as of February 29, 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 February 2016.

A. Approval of Expenditures:

1. Recommend approval of Total Payroll Expense for:

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- March 15, 2016 \$22,614.64
- March 30, 2016 \$23,010.21

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

- April 2016 bills list in the amount of \$31,293.99.

B. Approval of Transfers:

- Recommend approval of Expense Account Adjustment #000021 to #000023 for February 2016, as per attached.

C. Withdraw from NJ State Health Benefits Program:

RESOLVED, the Washington Township School District, Burlington County, hereby resolves to terminate its participation in the program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees' Health Benefits Program (N.J.S.A. 52:14-17.25 et seq.) for all of its active and retired employees.

We shall notify all active employees of the date of their termination of coverage under the program.

We understand that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage.

We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.

We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

D. Withdraw from Horizon Blue Cross Blue Shield Dental Plan:

RESOLVED, the Washington Township School District, Burlington County, hereby resolves to terminate its participation in the Horizon Blue Cross/Blue Shield Dental Plan thereby canceling coverage for all of its active employees effective July 1, 2016.

E. Grants:

None

F. Lease of School Building:

RESOLVED, the Washington Township Board of Education approves the Business Administrator to pursue leasing the Green Bank School for the 2016-2017 school year.

Motion carried unanimously upon roll call vote.

G. Informational Items:

- The next regular meeting of the Board of Education to be held May 23, 2016.

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

Mr. Barry Cavaleer stated the Board of Education did a great job hiring the professionals involved in the transition to a non-operating district.

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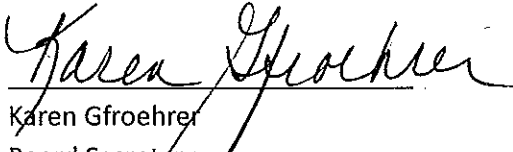
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The Board of Education read thank you notes written by the 2-3 grade students. The students went to the Tuckerton Seaport for a field trip. Mrs. Melita thanked Mrs. Leonetti for organizing the trip.

16. ADJOURNMENT

Motion by Mrs. Lee and seconded by Mr. Bartling to adjourn the meeting. Time: 7:34 P.M.

Respectfully submitted,


Karen Gfroehrer
Board Secretary