

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

MEETING MINUTES

Regular Meeting

August 31, 2015

7:00 P.M.

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

Washington Township Board of Education

August 31, 2015 7:00 P.M.

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.

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.

Mission Statement

CALL TO ORDER

Mr. Jeremy Senn, Board President, called the regular meeting of the Washington Township Board of Education to order at 7:05 P.M.

Call to Order

OPEN PUBLIC MEETINGS STATEMENT/SUNSHINE LAW

Mr. Senn read the announcement regarding the Open Public Meetings Act stating that in accordance with the law, this meeting has been advertised as required.

Sunshine Law

ROLL CALL

Present: Frank Capella (arrived 7:17 p.m.), Fatima Ford, Charlene Lee, Karen Melita Bill Scamoffa, and Jeremy Senn

Roll Call

Not Present: Scott Bartling

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

FLAG SALUTE

Mr. Senn asked all present to stand for the Flag Salute.

Flag Salute

COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

None

Public Comment

BOARD OF EDUCATION BUSINESS

Correspondence

None

Correspondence

Old Business

None

Old Business

New Business

- Feasibility Study
 - Discussion of the options available regarding the school building if the district becomes a non-operating district.

New Business

MINUTES

A motion was made by Ms. Ford and seconded by Ms. Melita to approve the following minutes as submitted by the School Business Administrator/Board Secretary:

Minutes

Washington Township Board of Education

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- June 1, 2015: Special Meeting
- June 1, 2015: Executive Session
- June 22, 2015: Regular Meeting - TABLED UNTIL NEXT MEETING
- June 22, 2015: Executive Session - NONE

Motion carried unanimously.

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

Superintendent
Recommendations

A motion was made by Ms. Lee and seconded by Ms. Ford to approve items 13A1 – 13B7:

Personnel

Personnel

A. Personnel:

1. Substitute Rates for the 2015-2016 School Year:

Approve substitute rates for the 2015-2016 school year:

Category	Rate of Pay (Daily)
60 Credits	\$ 70.00
BA/BS Degree	\$ 75.00
Certified Teacher	\$ 80.00
School Nurse	\$ 95.00
Substitute Teacher Aide	\$ 10.00 (per hr.)
Custodial Staff	\$ 10.00 (per hr.)
Secretarial Substitute	\$ 10.00 (per hr.)

2. Appoint and Hire Part-Time Music Teacher:

Appoint and hire part-time Music Teacher, Ms. Jamie Ocheske, Step 1 BA \$2,581.00, effective September 1, 2015.

3. Substitute Caller:

RESOLVED, the Washington Township Board of Education approve Joan Longfield as substitute caller for the 2015-2016 school year with an annual stipend of \$500.00 to be paid in two increments, December and June.

4. 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			

5. Green Bank Education Association Salary Guide:

RESOLVED, the Washington Township Board of Education approve the attached salary guide for the 2015-2016 school year.

(Mr. Capella arrived at 7:17 p.m.)

B. Curriculum/Student Matters

Curriculum/
Student Matters

1. School Nurse Standing Orders for 2015-2016:

Approve the 2015-2016 School Nurse's Standing Orders as reviewed and approved by the School Nurse, Charlotte Zacker, MSN, and School Physician, Stephen Nurkiewicz, MD.

Nurse Standing
Orders

Washington Township Board of Education

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(See Attachment 13-B-1).

2. Substitute Personnel:

Substitute
Personnel

Approve the following personnel pending receipt of appropriate documentation for 2015 – 2016.

<i>Name</i>	<i>Substitute Category</i>	<i>Rate of Pay</i>
Faith Buchanan	Certified Teacher	\$ 80.00 (Daily)
Lisa Downs	Certified Teacher	\$ 80.00 (Daily)
Meredith Harz	Certified Teacher	\$ 80.00 (Daily)
Gabrielle Parent	Substitute Teacher	\$ 70.00 (Daily)
Deneen St.Amour	Substitute Teacher	\$ 70.00 (Daily)
Michele Patterson	Substitute Teacher	\$ 70.00 (Daily)
Barbara Carr	Substitute Teacher Aide	\$ 10.00 (Hourly)
Barbara Carr	Substitute School Secretary	\$ 10.00 (Hourly)
Deneen St.Amour	Substitute School Secretary	\$ 10.00 (Hourly)
Michele Patterson	Substitute School Nurse	\$ 95.00 (Daily)

3. PK-8 Curriculum Revisions:

Revised 2014 NJ Core Curriculum Content Standards	Implementation of Revised Curriculum
English/Language Arts & Literacy	September 2016
Mathematics (Grades 3-5)	September 2016
Visual & Performing Arts	September 2016
Comprehensive Health and Physical Education	September 2016
Technology	September 2016
21 st Century Life and Careers	September 2016
World Languages	September 2016
Social Studies	September 2016

4. District Mentoring Plan Statement of Assurance:

District Mentoring
Plan Assurance

Approve submission of District Mentoring Plan Statement of Assurance to the Burlington County Superintendent's office. (See Attachment 13-B-4)

5. Affirm Harassment, Intimidation, & Bullying Incidents:

HIB

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

<i>Date</i>	<i>Victim's Id</i>	<i>Grade</i>	<i>Offender's Id</i>	<i>Grade</i>	<i>Consequence</i>
N/A					

Professional
Development

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

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

<i>Name</i>	<i>Date</i>	<i>Time</i>	<i>Place</i>	<i>Class</i>	<i>Cost</i>
N/A					

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7. Field Trips

<i>Date</i>	<i>Place</i>	<i>Event</i>	<i>Cost</i>	<i>Transportation</i>

Motion carried unanimously by roll call vote.

C. Board/Policy-
N/A

D. Superintendent's Report: (Dr. Thomas Baruffi, Interim Superintendent)

Superintendent
Report

1. School District Enrollment:

Grade	Enrollment	School Choice (included)
Pre-K	7	
K	5	1
1	7	
2	8	
3	5	
4	4	
Total	36 (as 08/31/2015)	
MULLICA	29	5
CEDAR CREEK	31	
BCIT	5	

2. Child Study Team Report:

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

Total Special Education Students:

Special Education Students in District = 5

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Special Education Students Out of District	=	4
Tuition Students Received	=	0
Total Active Students as of 02/09/2015	=	9

3. Fire Drills:

Date	Time	Length	Type

E. FYI:

N/A

F. Facilities:

June Facilities Report (See Attachment 13-F-1)

July Facilities Report (See Attachment 13-F-2)

Facilities Report

G. Nurse's Report:

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

Nurse's Report

RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

A motion was made by Ms. Lee and seconded by Ms. Ford to combine and approve items A through G13:

Recommendations of the Board Secretary

A. Board of Education Monthly Financial Certifications: May & June

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 May 31, 2015 and June 30, 2015, after review of the Secretary's Budget Reports for May 31, 2015 and June 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 May & June 2015
- Board Secretary's report for May & June 2015

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3) l*, Karen Gfroehrer, Board Secretary, certify that as of May 31, 2015 and June 30, 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 June 2015.

B. Approval of Expenditures:

Approval of Expenditures

1. Recommend approval of Total Payroll Expense for:

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- June 13, 2015 \$23,570.06
- June 27, 2015 \$23,385.15
- June 30, 2015 \$ 1,750.29
- July 15, 2015 \$ 2,460.79
- July 30, 2015 \$ 1,809.42

Approval of Expenditures

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

Bills List

- June 30, 2015 bills list in the amount of \$39,958.16
- July 2015 bills list in the amount of \$33,509.12
- August 31, 2015 bills list in the amount of \$10,838.67

C. Approval of Transfers:

Transfers

- Recommend approval of Expense Account Adjustment #000062 to #000065 for May 2015, as per attached.
- Recommend approval of Expense Account Adjustment # 000066 to #000079 for June 2015, as per attached.
- Recommend approval of Revenue Account Adjustment #000013 through 14 for June 2015, as per attached.

D. Request for Proposal:

None

E. Grants:

None

F. Qualified Purchasing Agent:

WHEREAS, Karen Gfroehrer, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

QPA

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Karen Gfroehrer to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

G. Contracts:

Contracts

1. **RESOLVED**, the Washington Township Board of Education enter into a tuition contract agreement with the Mullica Township Board of Education for 21 regular education students in grades 6-8, at a per pupil cost of \$14,731, and 6 regular education students in grade 5, at a per pupil cost of \$10,998, for a total cost to the District of \$375,339 for the 2015-2016 school year.
2. **RESOLVED**, the Washington Township Board of Education enter into a tuition contract agreement with the Mullica Township Board of Education for 2 special education

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students at a cost per pupil of \$25,000, for a total cost to the District of \$50,000 for the 2015-2016 school year.

Contracts
Con't

3. **RESOLVED**, the Washington Township Board of Education enter into a tuition contract agreement with the Mullica Township Board of Education for a one-on-one aide for one student for a total cost to the District of \$19,500, for the 2015-2016 school year.
4. **RESOLVED**, the Washington Township Board of Education enter into a shared services contract agreement with the Mullica Township Board of Education for Instructional Services for a fee of \$3,850 per class for Art, Physical Education and Technology, for a total revenue to the Mullica Township School District of \$11,550.
5. **RESOLVED**, the Washington Township Board of Education enter into a tuition contract agreement with the Atlantic County Special Services School District (ACSSSD) for Extended School Year for one student at a cost to the district of \$2,200.
6. **RESOLVED**, the Washington Township Board of Education enter into a tuition contract agreement with the Atlantic County Special Services School District (ACSSSD) for the 2015-2016 school year for one student at a cost to the district of \$39,960. Payment will be deducted from State Aid.
7. **RESOLVED**, the Washington Township Board of Education agrees to pay the out of district fee to the Atlantic County Special Services School District (ACSSSD) for the 2015-2016 school year for one student at a cost to the district of \$5,220.
8. **RESOLVED**, the Washington Township Board of Education enter into a tuition contract agreement with the Atlantic County Special Services School District (ACSSSD) for Extended School Year Personal Aide Services for one student at a cost to the district of \$2,300.
9. **RESOLVED**, the Washington Township Board of Education approve NJ Department of Human Services Commission for the Blind and Visually Impaired to provide services for one student for the 2015-2016 school year at a cost to the district of \$1,900. Payment will be deducted from State Aid.
10. **RESOLVED**, the Washington Township Board of Education agrees that special education summer school transportation shall be provided according to public and private schools for the students of the districts herein joined including:

BASS RIVER	MOORESTOWN
BEVERLY CITY	MT. HOLLY
BORDENTOWN	MT. LAUREL
BURLINGTON CITY	NEW HANOVER TWP
BURLINGTON TWP	NORTH HANOVER
CHESTERFIELD	NORTHERN BURLINGTON REGIONAL
CINNAMINSON	PALMYRA
DELANCO	PEMBERTON TWP
DELRAN	RANCOCAS VALLEY REGIONAL

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EASTAMPTON TWP	RIVERSIDE TWP	Contracts
EDGEWATER PARK	RIVERTON	Con't
EVESHAM TWP	SHAMONG TWP	
FLORENCE	SOUTHAMPTON	
HAINESPORT	SPRINGFIELD	
LENAPE REGIONAL HS	TABERNACLE	
LUMBERTON	WASHINGTON TWP	
MANSFIELD	WESTAMPTON	
MAPLE SHADE	WILLINGBORO	
MEDFORD TWP	WOODLAND	
MEDFORD LAKES	BURLINGTON CO SPECIAL SERVICES	

11. **RESOLVED**, the Washington Township Board of Education agrees that public, non-public and vocational school transportation shall be provided according to public and private schools for the students of the districts herein joined including:

BASS RIVER	MOORESTOWN
BEVERLY CITY	MT. HOLLY
BORDENTOWN	MT. LAUREL
BURLINGTON CITY	NEW HANOVER TWP
BURLINGTON TWP	NORTH HANOVER
CHESTERFIELD	NORTHERN BURLINGTON REGIONAL
CINNAMINSON	PALMYRA
DELANCO	PEMBERTON TWP
DELTRAN	RANCOCAS VALLEY REGIONAL
EASTAMPTON TWP	RIVERSIDE TWP
EDGEWATER PARK	RIVERTON
EVESHAM TWP	SHAMONG TWP
FLORENCE	SOUTHAMPTON
HAINESPORT	SPRINGFIELD
LENAPE REGIONAL HS	TABERNACLE
LUMBERTON	WASHINGTON TWP
MANSFIELD	WESTAMPTON
MAPLE SHADE	WILLINGBORO
MEDFORD TWP	WOODLAND
MEDFORD LAKES	BURLINGTON CO SPECIAL SERVICES

12. **RESOLVED**, the Washington Township Board of Education agrees that special education winter school transportation shall be provided according to public and private schools for the students of the districts herein joined including:

BASS RIVER	MOORESTOWN
BEVERLY CITY	MT. HOLLY
BORDENTOWN	MT. LAUREL

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BURLINGTON CITY	NEW HANOVER TWP	Contracts
BURLINGTON TWP	NORTH HANOVER	Con't
CHESTERFIELD	NORTHERN BURLINGTON REGIONAL	
CINNAMINSON	PALMYRA	
DELANCO	PEMBERTON TWP	
DELRAN	RANCOCAS VALLEY REGIONAL	
EASTAMPTON TWP	RIVERSIDE TWP	
EDGEWATER PARK	RIVERTON	
EVESHAM TWP	SHAMONG TWP	
FLORENCE	SOUTHAMPTON	
HAINESPORT	SPRINGFIELD	
LENAPE REGIONAL HS	TABERNACLE	
LUMBERTON	WASHINGTON TWP	
MANSFIELD	WESTAMPTON	
MAPLE SHADE	WILLINGBORO	
MEDFORD TWP	WOODLAND	
MEDFORD LAKES	BURLINGTON CO SPECIAL SERVICES	

13. **RESOLVED**, the Washington Township Board of Education approves Atlantic County Special Services School District provide transportation for one student for the Extended School Year (Route # ML8) at a cost to the district of \$1,480.

Motion carried unanimously by roll call vote.

ADDENDUM

ADDENDUM

A motion was made by **Ms. Lee** and seconded by **Ms. Ford** to approve addendum items 1 through 5:

- | | |
|---|------------|
| 1. RESOLVED , the Washington Township Board of Education approve Dr. Jeffrey Gong to provide physician services for the district as part of the shared services agreement with Mullica Township School District. | Dr. Gong |
| 2. RESOLVED , the Washington Township Board of Education approve Maureen Price, BA Step 6, full time at a salary of \$52,150.00. | M. Price |
| 3. RESOLVED , the Washington Township Board of Education approve Charlotte Zacker, Nurse, MA Step 1, full time at a salary of \$53,500.00. | C. Zacker |
| 4. RESOLVED , the Washington Township Board of Education approve Heidi Farber, Special Education Teacher, MA Step 11, 5 hours 15 minutes per day (75%) at a salary of \$50,669.00, inclusive of longevity. | H. Farber |
| 5. RESOLVED , the Washington Township Board of Education approve Michelle Pursell, Aide, 5 hours per day (71.42857%) at a salary of \$13,681.00. | M. Pursell |

Motion carried unanimously upon roll call vote.

C. Informational Items:

Informational
Items

Washington Township Board of Education

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- The next regular meeting of the Board of Education to be held September 28, 2015.

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

Comments from
the Public

- Mr. Cavaleer informed the board that there will be a meeting at town hall tomorrow at 6:30 to discuss closing several roads in the Wharton tract. Mr. Cavaleer stated that the NJ Department of Environmental Protection and Parks Department want to close approximately 260 roads.
- Mrs. Leshar explained the changes in the schedule and the need to concentrate on data driven programs.
- Ms. Ford asked if Ms. Goodher would be working under the principal's certification and if there would be principal coverage in the morning. Dr. Baruffi explained that it is more important to focus on the changes being made in the classrooms.
- Ms. Ford asked if there would be a staff member greeting students at the start of the day when they get off the bus. Dr. Baruffi said that he will review the current schedule.
- Dr. Baruffi informed the Board that Comcast provides a program for low cost internet and computers. He will provide parents in Green Bank with the information if it available.

Executive
Session

RESOLUTION FOR EXECUTIVE SESSION

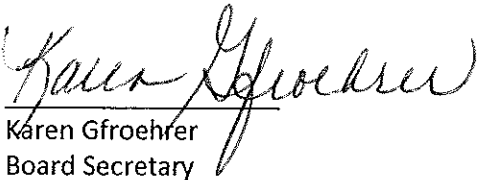
None

ADJOURNMENT

Adjournment

A motion was made by Ms. Ford and seconded by Ms. Melita to adjourn the meeting at 7:52 P.M.
Motion carried unanimously.

Respectfully submitted,


Karen Gfroehrer
Board Secretary