

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

MEETING MINUTES

Reorganization and Regular Meeting

Monday, January 05, 2015

7:00 P.M.

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

2014/15-0603

WASHINGTON TOWNSHIP BOARD OF EDUCATION
Reorganization and Regular Board Meeting Minutes
January 05, 2015
7:00 PM

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

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

Call to Order

Ms. Karen Gfroehrer, Board Secretary, called the reorganization and regular meeting of the Washington Township Board of Education to order at 7:07 P.M.

OPEN PUBLIC MEETINGS STATEMENT/SUNSHINE LAW

Sunshine Law

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

ROLL CALL

Roll Call

Present: Frank Capella, Fatima Ford, Charlene Lee, Jeremy Senn

Absent: Scott Bartling, Karen Melita, and Bill Scamoffa

Required Personnel:

Superintendent, Interim, Dr. Thomas Baruffi, Business Administrator/
Board Secretary, Karen Gfroehrer. Board Attorney, Mr. Ronald Sahli arrived at 7:32 P.M.

FLAG SALUTE

Flag Salute

Ms. Gfroehrer asked all present to stand for the Flag Salute.

OFFICIAL ELECTION RESULTS

Oath of Office

Election results were presented with the winner of 3-year term, Ms. Charlene Lee.

SWEARING IN OF NEWLY ELECTED BOARD OF EDUCATION MEMBERS

Swearing in of Newly Elected Board of Education Members

The Board Secretary administered the oath of office to Mrs. Charlene Lee.

REORGANIZATION OF THE BOARD OF EDUCATION

A. Election of Officers:

Election of President:

A nomination was made by **Ms. Lee** to nominate **Mr. Jeremy Senn** for the position of President of the Washington Township Board of Education.

Election of
President

A nomination was made by **Mr. Capella** to nominate **Ms. Ford** for the position of President of the Washington Township Board of Education.

A nomination was made by **Mr. Capella** to nominate **Mr. Capella** for the position of President of the Washington Township Board of Education.

No other nominations brought forward.

Mr. Capella withdrew the nomination for **Mr. Capella** and **Ms. Ford**.

A motion was made by **Ms. Lee** and seconded by **Mr. Senn** to elect **Mr. Jeremy Senn** for the position of President of the Washington Township Board of Education.

RESOLVED, that the Washington Township Board of Education elects **Mr. Jeremy Senn** as President of the Washington Township Board of Education effective immediately.

Motion carried unanimously, by roll call vote, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

Election of Vice-President:

A nomination was made by **Mr. Senn** and seconded by **Mr. Capella** to nominate **Ms. Lee** for the position of Vice-President of the Washington Township Board of Education.

Election of
Vice-
President

No other nominations brought forward.

A motion was made by **Mr. Capella** and seconded by **Ms. Ford** to elect **Ms. Lee** for the position of Vice-President of the Washington Township Board of Education.

RESOLVED, that the Washington Township Board of Education elects **Ms. Lee** as Vice-President of the Washington Township Board of Education effective immediately.

Motion carried unanimously, by roll call vote, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

B. Board Member Code of Ethics

Code of
Ethics

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to read and review 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 carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

AT THIS TIME THE NEWLY ELECTED PRESIDENT ASSUMES CHAIR.

COMBINATION STATEMENT OF RESULTS IN THE ANNUAL SCHOOL ELECTION

Results of Annual
School Election

A motion was made by **Ms. Lee** and seconded by **Ms. Ford** to enter into recorded minutes the results of the annual school election held on Tuesday, November 4, 2014.

RESOLVED, that the Washington Township Board of Education shall enter into the recorded minutes the results of the 2014-2015 Annual School Election, held on Tuesday, November 4, 2014.

3 yr.- Term : Charlene Lee	120	126
	<i>Machine</i>	<i>Total</i>
	<i>Votes</i>	<i>Votes</i>

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

APPOINTMENT OF DELEGATES/REPRESENTATIVES

Appointment of
Delegates-
Representatives

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: _____
- _____ Alternate: _____
- _____ NJSBA Delegate: _____
- _____ Alternate: _____

TABLED TO NEXT MEETING

APPROVE APPOINTMENTS

Approve
Appointments

RESOLVED, that the Mullica Township Board of Education approve the following committee appointments for the 2015 calendar year:

- _____ Education & Programs _____
- _____ Personnel & Negotiations _____
- _____ Budget & Finance _____
- _____ Facilities _____
- _____ Policy _____
- _____ Exploratory _____

Shared Services _____

Mullica Township BOE Representative _____

Curriculum _____

TABLED TO NEXT MEETING

EXECUTIVE SESSION

Executive Session

None

PRESENTATIONS

Presentations

- * Bi-Annual Harassment, Intimidation, & Bullying (HIB) Report by Dr. Thomas Baruffi, Interim Superintendent of Schools. No Cases to report.

COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

Comments from public and staff on agenda items only

None

BOARD OF EDUCATION BUSINESS

Board of Education Business

- Correspondence - None
- New Business
 - Joint Board training with Mullica Township Board of Education on Wednesday, January 28, 2015.
- Committees
 - Facilities discussion concerning retention basin and generator concerning walkthrough of building

MINUTES

Minutes

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

- November 17, 2014: Regular Meeting
- November 17, 2014: Executive Session

Motion carried: 3 ayes, 3 absent, 1 abstention.

Mr. Ronald Sahli arrived.

RECOMMENDATIONS OF THE SUPERINTENDENT

Recommendations of the Superintendent

A. Personnel

Personnel

A motion was made by **Ms. Lee** and seconded by **Ms. Ford** to approve the following items A1 through A2 from the Superintendent's recommendations:

1. Approve the Job Description for the Custodian/Maintenance:

Approve the amended job description Custodian/Maintenance for the 2014-2015 school year to remove the requirement for a Black Seal License.

2. Appointment of Staff Vacancies for the 2014-2015:

Approve the following staff for the 2014-2015 school year.

<u>Name</u>	<u>Position/Grade</u>	<u>Step/Salary</u>
Orray Clayton	Custodian/Maintenance	\$38,000 Prorated

Motion carried unanimously, upon roll call vote, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to approve the following item A3 from the Superintendent's recommendations:

3. Approve the Statement of Assurance- Use of Paraprofessional Staff for the 2014-2015 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 2014-2015.

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to approve the following items B1 through B3 from the Superintendent's recommendations:

B. Curriculum/Student Matters

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 Resolutor
 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					

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

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

Name	Date	Time	Place	Class	Cost
H. Farber	1/27/14	8:30am- 2:30pm	EIRC-Mullica Hill	Dyslexia	\$149.00 class & 22.63 travel
C. Leonetti	1/27/14	8:30am- 2:30pm	EIRC-Mullica Hill	Dyslexia	\$149.00 class No travel

3. Field Trips

Date	Place	Event	Cost	Transportation
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N/A

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to approve the following items C1A through C1T from the Superintendent's recommendations:

C. Board/Policy

Board Policy

1. Approve following policies for Second Reading:

- a. **Adoption of Regulation 5600 Student Discipline/Code of Conduct:**
Adoption of Regulation # 5600 Student Discipline/Code of Conduct upon second reading.
- b. **Adoption of Policy # 2412 Home Instruction Due to Health Condition:**
Adoption of Policy # 2412 Home Instruction Due to Health Condition upon second reading.
- c. **Adoption of Policy # 2417 Student Intervention and Referral Services:**
Adoption of Policy # 2417 Student Intervention and Referral Services upon second reading.
- d. **Adoption of Policy # 2481 Home or Out-of-school Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition:**
Adoption of Policy # 2481 Home or Out-of-school Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition upon second reading.
- e. **Adoption of Policy # 3283 Electronic Communications Between Staff Members and Students:**
Adoption of Policy 3283 Electronic Communications Between Staff Members and Students upon second reading.
- f. **Adoption of Policy # 4283 Electronic Communications Between Support Staff Members and Students:**
Adoption of Policy #4283 Electronic Communications Between Support Staff Members and Students upon second reading.
- g. **Adoption of Policy # 5610 Suspension:**
Adoption of Policy # 5610 Suspension upon second reading.
- h. **Adoption of Policy # 5611 Removal of Student for Firearm Offenses:**
Adoption of Policy # 5611 Removal of Student for Firearm Offenses upon second reading.
- i. **Adoption of Policy # 5612 Assaults on District of Education Members or Employees:**
Adoption of Policy # 5612 Assaults on District of Education Members or Employees upon second reading.
- j. **Adoption of Policy # 5613 Removal of Students for Assaults with Weapons Offenses:**
Adoption of Policy #5613 Removal of Students for Assaults with Weapons Offenses upon second reading.
- k. **Adoption of Policy # 5620 Expulsion:**

Adoption of Policy # Expulsion upon second reading.

- I. Adoption of Policy # 8462 Reporting Potentially Missing or Abused Children:**
Adoption of Policy # 8462 Reporting Potentially Missing or Abused Children upon second reading.
- m. Adoption of Regulation # 2412 Home Instruction Due to Health Condition:**
Adoption of Regulation # 2412 Home Instruction Due to Health Condition upon second reading.
- n. Adoption of Regulation # 2417 Student Intervention and Referral Services:**
Adoption of Regulation# 2417 Student Intervention and Referral Services upon second reading.
- o. Adoption of Regulation # 2481 Home or Out-of-school Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition:**
Adoption of Regulation # 2481 Home or Out-of-school Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition upon second reading.
- p. Adoption of Regulation # 5610 Suspension:**
Adoption of Regulation # 5610 Suspension upon second reading.
- q. Adoption of Regulation # 5611 Removal of Student for Firearm Offenses:**
Adoption of Regulation # 5611 Removal of Student for Firearm Offenses upon second reading.
- r. Adoption of Regulation # 5612 Assaults on District of Education Members or Employees:**
Adoption of Regulation # 5612 Assaults on District of Education Members or Employees upon second reading.
- s. Adoption of Regulation # 5613 Removal of Students for Assaults with Weapons Offenses:**
Adoption of Regulation #5613 Removal of Students for Assaults with Weapons Offenses upon second reading.
- t. Adoption of Regulation # 8462 Reporting Potentially Missing or Abused Children:**
Adoption of Regulation # 8462 Reporting Potentially Missing or Abused Children upon second reading.

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

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

1. School District Enrollment:

Superintendent's
Report

Grade	Enrollment	School Choice (included)
Pre-K	7	
K	7	1
1	8	
2	7	
3	4	

4	7	
Total	40 (as 01/05/2015)	
MULLICA	28	5
CEDAR CREEK	32	
BCIT	5	

2. Child Study Team Report:

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

Total Special Education Students:

Special Education Students in District	=	2
Special Education Students Out of District	=	5
Tuition Students Received	=	0
Total Active Students as of 01/05/2015	=	7

3. Fire Drills:

Date	Time	Length	Type
12/5/14	1:02pm	3 Minutes	Regular
12/10/14	1:13	4 Minutes	Security-Bomb Threat

4. FYI:

N/A

5. Facilities:

N/A

RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Recommendations of the Board Secretary-Business Administrator

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to approve the following recommendations of the board secretary/business administrator #20A through 20G:

A. Board of Education Monthly Financial Certifications:

Monthly 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, 2014, after review of the Secretary's Budget Reports for October 31, 2014 and November 30, 2014, 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 2014
Board Secretary's report for October and November 2014

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3)* I, Karen Gfroehrer, Board Secretary, certify that as of November 30, 2014, 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 October and November 2014.

B. Approval of Expenditures:

Expenditures

1. Recommend approval of Total Payroll Expense for:

- November 14, 2014 \$23,129.58
- November 26, 2014 \$22,742.65

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

- December 2014 bills list in the amount of \$112,245.85
- **RESOLVED**, that the Mullica Township Board of Education authorize the Interim Superintendent and Business Administrator/Board Secretary to process and execute payment of bills, until the February 9, 2015 Board of Education meeting with understanding that the bills list will be provided.

C. Approval of Transfers:

Transfers

- Recommend approval of appropriation adjustment #000033 to #000034 for October 2014 and #000035 for November 2014, as per attached.

RFP

D. Request for Proposal:

None

Grants

E. Grants:

- **RESOLVED**, the Washington Township Board of Education approves to accept the 2015 Target Field Trip Grant in sponsorship with Scholarship America.

F. Contracts:

None

Contracts

G. 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 2015-2016 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 2015-2016 school year.

SEMI Waiver

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

H. Informational Items:

- Work Session meeting to be held January 12, 2015. No action taken.
- The next regular meeting of the board of education to be held February 9, 2015.

Informational

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

None

Comments for
the Public

EXECUTIVE SESSION

A motion was made by **Ms. Ford** and seconded by **Ms. Leea** that the Board of Education shall meet in Executive Session on January 5, 2015, for the purpose of discussing personnel legal matters. Action may be taken.

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: 7:40 P.M.

Executive
Session

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

RESUME PUBLIC PORTION OF MEETING

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to return to public session.

Time: 8:32 P.M.

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

ADDENDUM

A motion was made by **Ms. Ford** and seconded by **Mr. Capella** to approve the following addendum recommendations of superintendent and the board secretary/business administrator:

Addendum

RECOMMENDATIONS OF THE SUPERINTENDENT

Personnel

Personnel

RESOLVED, the Washington Township Board of Education approves the appointment of Charlotte Zacker as a full-time School Nurse for the remainder of the 2014-2015 school year at a pro-rated salary of \$52,000, Masters Degree, Step 1 commencing January 12, 2015.

RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Student Activity Account

RESOLVED, the Washington Township Board of Education approves to close the Student Activity Bank Account at TD Bank, Account Number 7866023224, which currently has a balance of \$0.00.

**Student
Activity
Account**

ADJOURNMENT

A motion was made by **Ms. Ford** and seconded by **Ms. Lee** to adjourn the meeting at 8:35 P.M.

Adjournment

Motion carried unanimously, three absent (Mr. Bartling, Ms. Melita, & Mr. Scamoffa).

Respectfully submitted,

Karen Gfroehrer
Board Secretary