

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA

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:

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:

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.

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 _____.

5. OPEN PUBLIC MEETINGS STATEMENT/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

_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

Required Personnel: Dr. Thomas Baruffi _____ Ms. Karen Gfroehrer _____ Mr. Ronald Sahli _____

7. FLAG SALUTE

8. RESOLUTION FOR EXECUTIVE SESSION (IF NEEDED)

Motion by _____ and seconded by _____ to enter executive session:

RESOLVED, that Washington Township Board of Education shall meet in Executive Session for the purpose of discussing personnel, legal and student 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.

Vote: _____ ayes _____ nays _____ absent _____ abstain

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9. PRESENTATIONS

Budget Presentation – Dr. Baruffi and Ms. Gfroehrer

10. COMMENTS FROM PUBLIC AND STAFF ON AGENDA ITEMS ONLY

This meeting will now be open to the public for comments only on specific agenda items. If your comments pertain to students, personnel, litigation, or negotiations, we would ask that you see the Superintendent after the meeting since the Board does not generally discuss such items in public.

- Please state your name and address.
- Comments must be limited to two minutes per person.

11. BOARD OF EDUCATION BUSINESS

- Correspondence
- Old Business
- New Business

12. MINUTES

Motion by _____ and seconded by _____ to approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary to be accepted:

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

Vote: _____ ayes _____ nays _____ absent _____ abstain

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

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.

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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.

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.

Action: Motion by: _____	
Second by: _____	
_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

C. 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

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

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

Action: Motion by: _____	
Second by: _____	
_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

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D. 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					

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

Action: Motion by: _____	
Second by: _____	
_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

E. 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

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- 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 (ECRD)
- 2. Approve following polices for second 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

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F. 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	
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:

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

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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

G. FYI:

N/A

H. Facilities:

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

I. Nurse's Report:

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

14. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

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.

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.

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D. Request for Proposal:

None

E. Grants:

None

F. Contracts:

None

Action: Motion by: _____	
Second by: _____	
_____ Mr. Bartling	_____ Mrs. Melita
_____ Mrs. Del Nero	_____ Mr. Scamoffa
_____ Mrs. Ford	_____ Mr. Senn
_____ Mrs. Lee	

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.

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

This meeting will now be open to the public on any topic. If your comments pertain to students, personnel, litigation, or negotiations, we would ask that you see the Superintendent after the meeting since the Board does not generally discuss such items in public.

- * Please state your name and address.
- * Comments must be limited to two minutes per person.

16. RESOLUTION FOR EXECUTIVE SESSION (if needed):

Motion by _____ and seconded by _____ that the Board of Education shall meet in Executive Session for the purpose of discussing _____ 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: _____

Vote: _____ ayes _____ nays _____ absent _____ abstain

17. RESUME PUBLIC PORTION OF MEETING

Motion by _____ and seconded by _____ to return to public session.

Time: _____

Vote: _____ ayes _____ nays _____ absent _____ abstain

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18. ADJOURNMENT

Motion by _____ and seconded by _____ to adjourn meeting.

Vote: ____ ayes ____ nays ____ absent ____ abstain

Time: _____