

WASHINGTON TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA

Regular Meeting

March 16, 2015

7:00 P.M.

Washington Township Board of Education

March 16, 2015 7:00 P.M.

Egg Harbor City, NJ 08215

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
_____ Mr. Capella	_____ 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.

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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

Time: _____

Motion by _____ **and seconded by** _____ **to resume public session.**

Vote: ___ ayes ___ nays ___ absent ___ abstain

Time: _____

9. PRESENTATIONS

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 9, 2015: Regular Meeting
- February 9, 2015: 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 2015-2016 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.

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Appropriations		Revenues	
Fund 10 Appropriations	\$2,425,722	Budgeted Fund Balance	\$149,842
Fund 12	\$21,840	Local Tax Levy	\$1,340,646
		Municipal Aid	\$108,000
		State Aid	\$672,074
		General Fund Revenue	\$100,000
		Maintenance Reserve	\$77,000
GENERAL FUND TOTAL	\$2,447,562	GENERAL FUND TOTAL	\$2,447,562
Fund 20	\$17,502	Special Revenue	\$17,502
TOTAL BUDGET	\$2,465,064	TOTAL REVENUES	\$2,465,064

FURTHER, to acknowledge that the 2015-2016 school year budget as described results as follows:

General Fund Tax Levy: \$1,448,646

FURTHER, BE IT RESOLVED, to request the use of “banked cap” in the amount of \$4,756 of unused 2012-2013 spending authority to be included in the base budget. This amount must be utilized by the end of the 2015-2016 school year and cannot be deferred or incrementally completed over a longer period of time.

FURTHER, BE IT RESOLVED, to request the use of “banked cap” in the amount of \$125,426 of unused 2013-2014 spending authority to be included in the base budget. This amount must be utilized by the end of the 2016-2017 school year and cannot be deferred or incrementally completed over a longer period of time.

FURTHER, BE IT RESOLVED, to transfer \$77,000 from the maintenance reserve account to the general fund for the purpose of interior painting of the school and general maintenance.

The 2015-2016 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 2015-2016 Annual School Budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2015-2016 school year.

NOW THEREFORE BE IT RESOLVED, that the Washington Township Board of Education hereby establishes the school district travel maximum for the 2015-2016 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.

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

C. Personnel

1. Retirement of Pre-K & Kindergarten Teacher:

Accept retirement notification, with regret and appreciation for 26 years of service, from Jill Plenge, Pre-K & Kindergarten Teacher, effective June 30, 2015.

2. Substitute Personnel:

Approve the following personnel pending receipt of appropriate documentation for 2014-2015 school year:

Name	Substitute Teacher	Rate of Pay
Meredith Harz	Teacher	\$80.00 Daily

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

D. Curriculum/Student Matters

1. Approval of 2015-2016 School Calendar:

Approve 2015-2016 school calendar. (See Attached 13-D-1)

2. Approval of Revision of 2014-2015 School Calendar:

Approve 2014-2015 school calendar. (See attached 13- D-2)

3. 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					

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

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

Name	Date	Time	Place	Class	Cost

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N/A

5. Field Trips

Date	Place	Event	Cost	Transportation

Action: Motion by: _____	
Second by: _____	
____ Mr. Bartling	____ Mrs. Melita
____ Mr. Capella	____ Mr. Scamoffa
____ Mrs. Ford	____ Mr. Senn
____ Mrs. Lee	

E. Board/Policy-N/A

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

1. School District Enrollment:

Grade	Enrollment	School Choice (included)
Pre-K	7	
K	7	1
1	8	
2	7	
3	4	
4	7	
Total	40	
	<i>(as 03/16/2015)</i>	
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

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8	**1	
Homebound	0	
**Self-Contained		
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 03/16//2015	=	7

G. Fire Drills:

Date	Time	Length	Type
2/23/15	2:10pm	4 Minutes	Security-Lockdown
2/25/15	1:08pm	3 Minutes	Regular

H. FYI:

N/A

I. Facilities:

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

J. Nurse's Report:

1. February Nurse's Report (See Attachment 13-J-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, 2015, after review of the Secretary's Budget Reports for January 31, 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 January 2015
Board Secretary's report for January 2015

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3)* I, Karen Gfroehrer, Board Secretary, certify that as of January 31, 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

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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 2015.

B. Approval of Expenditures:

1. Recommend approval of Total Payroll Expense for:

- February 14, 2015 \$22,965.72
- February 28, 2015 \$24,550.33

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

- February bills list in the amount of \$254,723.09; and
- March bills list in the amount of \$19,505.33.

C. Approval of Transfers:

- Recommend approval of Expense Account Adjustment #000043 to #000048 for January 2015, as per attached.

D. Request for Proposal:

None

E. Grants:

None

F. Contracts:

None

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

G. Informational Items:

- The next regular meeting of the Board of Education to be held April 27, 2015.
- The public budget hearing must be held between April 24, 2015 and May 7, 2015

15. RESOLUTION FOR EXECUTIVE SESSION (if needed):

Motion by _____ and seconded by _____ that the Board of Education shall meet in Executive Session on March 16, 2015, 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

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16. RESUME PUBLIC PORTION OF MEETING

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

Time: _____

Vote: ___ ayes ___ nays ___ absent ___ abstain

17. 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.

18. ADJOURNMENT

Motion by _____ and seconded by _____ to adjourn meeting.

Vote: ___ ayes ___ nays ___ absent ___ abstain

Time: _____