

**WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
MONDAY, January 6, 2020
6:00 PM**

Regular Meeting 1-06-2020

At 6:02 p.m., Ms. Gfroehrer, Business Administrator, announced, in accordance with the provisions of the New Jersey Open Public Meetings Act, that Washington Township Board of Education has caused notice of this meeting to have been published by having the date, time, and location thereof, filed with the Township Clerk and County Superintendent of Schools, as well as, posted on the town hall bulletin board and in the news media.

Ms. Gfroehrer led in the flag salute.

Present: Mrs. Achey, Mr. Bartling, Mrs. Giercyk, Mrs. Lee and Mrs. Plummer.

Also in attendance: Ms. Gfroehrer, School Business Administrator/Board Secretary and Mr. Ronald Sahli, Board Solicitor.

1. **COMMENTS FROM PUBLIC ON AGENDA ITEMS ONLY - None**
2. **SWEARING IN OF NEWLY-ELECTED BOARD OF EDUCATION MEMBERS**

Administration of Oaths

Ron Sahli, Board Attorney, administered the Oath of Office to the newly elected member of the Washington Township Board of Education.

For 3 year term:

Teri Giercyk

3. **REORGANIZATION OF THE BOARD OF EDUCATION**

A. Nominations & Elections for President

Nominated: **Mrs. Lee**

Motion by **Mr. Bartling** and seconded by **Mrs. Giercyk**;

RESOLVED, the Washington Township Board of Education approves **Mrs. Lee** as President of the Washington Township Board of Education effective immediately.

Motion approved unanimously by roll call vote.

B. Nominations & Elections for Vice-President

Nominated: **Mr. Bartling**

Motion by **Mrs. Lee** and seconded by **Mrs. Achey**;

RESOLVED, the Washington Township Board of Education approves **Mr. Bartling** as Vice President of the Washington Township Board of Education effective immediately.

Motion approved unanimously by roll call vote.

AT THIS TIME THE NEWLY ELECTED PRESIDENT ASSUMES CHAIR

C. BOARD MEMBER CODE OF ETHICS

RESOLVED, pursuant to N.J.S.A. 18A:12-21, the Washington Township Board of Education members read aloud the New Jersey School Boards Member Code of Ethics statement.

4. **COMBINATION STATEMENT OF RESULTS IN THE ANNUAL SCHOOL ELECTION**

Motion by **Mr. Bartling** and seconded by **Mrs. Plummer**;

RESOLVED, the Washington Township Board of Education shall enter into the recorded minutes the results of the 2019 Annual School Election, held on Tuesday, November 5, 2019:

Full three (3) year term

Teri Giercyk

Motion approved unanimously

5. **APOINTMENTS OF DELEGATES/REPRESENTATIVES**

Motion by **Mrs. Plummer** and seconded by **Mrs. Giercyk**;

RESOLVED that the Washington Township Board of Education designate the following delegates/representatives from the membership of the Washington Township Board of Education:

**CALL TO ORDER
OPEN PUBLIC MEETING
ANNOUNCEMENT**

FLAG SALUTE 

**ROLL CALL
BOARD MEMBERS**

REQUIRED PERSONNEL

**SWEARING IN OF
MEMBERS**

OFFICER NOMINATIONS

CODE OF ETHICS

ELECTION RESULTS

**APPOINTMENT OF
DELAGATES**

BCSBA and NJSBA Delegate: Mr. Bartling

Alternate Delegate: Mrs. Plummer

Motion approved unanimously by roll call vote.

6. APPROVAL OF THE 2020 SCHOOL BOARD MEETING DATES, TIMES AND LOCATIONS

Motion by Mrs. Giercyk and seconded by Mrs. Achey;

RESOLVED that the Washington Township Board of Education meetings will be held on the last Monday of the month at 6:00 p.m. at the Green Bank Township Building, 2436 Route 563, Egg Harbor, New Jersey 08215, unless otherwise advertised or noted below:

March 9, 2020 (2nd Monday)	September 28, 2020
April 27, 2020 (Budget Hearing)	November 30, 2020
June 15, 2020 (Third Monday)	January 4, 2021 (Reorganization Meeting)

Motion approved unanimously by roll call vote.

7. ANNUAL MOTIONS AND DESIGNATIONS

Motion by Mrs. Plummer and seconded by Mrs. Achey to approve items 7A through 7G:

A. Appointments

APPROVE the following appointments for the 2020 school year:

- i. Karen Gfroehrer
 Board Secretary (Mullica contract)
 Custodian of Records (Mullica contract)
 Public Agency Compliance Officer (PACO) (Mullica contract)
 Approves use of Facsimile Signatures
 Qualified Purchasing agent (Mullica contract)

Pursuant to NJSA 18A:18/a-37(a) that the bid threshold limit be established for 2020 in the amount of \$40,000 with a quote threshold of \$6,000.

- ii. Meryl Evangelisti
 Assistant Board Secretary (Mullica contract)

B. Adoption of Official Newspapers

APPROVE the following official newspapers: *The Press of Atlantic City*, primary and *Burlington County Times*, secondary.

C. Approve of School Depositories and Signatories

RESOLVED, that TD Bank be designated as the depository of record for Washington Township Board of Education, and,

BE IF FURTHER RESOLVED that all checks drawn against the accounts are signed by any three of the following:

President, Vice President, Board Secretary, Treasurer (three of four)

D. Adoptions of Policies and Procedures for 2020.

RESOLVED, the Washington Township Board of Education accept and adopt the district policies for final reading, and permitted public records N.J.A.C. 6:3-6:3(a)2;

FURTHER, that the Washington Township Board of Education acknowledge the adopted rules for Board Governance to include bylaws policies, and regulation practices and procedures of the Washington Township Board of Education recognizing that these items may be amended when necessary with Board approval.

E. Approval of the Standard Operating Procedure and Internal Controls Manual

APPROVE the Standard Operating Procedures and Internal Controls manual

F. Adoption of Payment of Bills Between Meetings

APPROVE the payment of bills between meetings

2020 BOARD MEETINGS

ANNUAL MOTIONS

G. State Contract Vendors

APPROVE the following resolution authorizing contracts with certain approved state contract vendors for Board of Education Pursuant to N.J.S.A. 18A:18A-10a.

WHEREAS, the Washington Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and J.J.A.C.5:34-7.29©, may by resolution and without advertising for bids, purchase any goods or services under the State contracts entered into on behalf of the State by the Division of Purchases and Property in the Department of the Treasury; and

WHEREAS, the Washington Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Washington Township Board of Education intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Washington Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors for the 2020 pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Washington Township Board of Education Business Administrator, Karen Gfroehrer, shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Washington Township Board of Education and the Referenced State Contract Vendors as Referenced on Department of Treasury website shall be from January 1, 2020 to January 4, 2021.

Motion approved unanimously by roll call vote.

EXECUTIVE SESSION - None

AUDIT PRESENTATION

Nancy Sbrolla, Ford-Scott & Associates, L.L.C.

BOARD OF EDUCATION BUSINESS

- Correspondence
- Old Business
- New Business
 - Township Tax Levy Relief Request for \$25,000.00
 - 2020-2021 Budget Calendar
 - NJSBA Training
- Student Enrollment

	Sept.	Oct.	Nov.	Dec.
Pre-K	3	3	4	4
Kindergarten	3	3	3	3
Grade 1	3	3	3	3
Grade 2	3	3	3	3
Grade 3	8	8	8	8
Grade 4	4	4	5	5
Grade 5	5	5	5	5
Grade 6	6	6	7	7
Grade 7	5	5	5	5
Grade 8	4	4	6	6
Mullica Total	44	44	49	49
Grade 9	6	6	6	6
Grade 10	4	4	4	4
Grade 11	4	4	4	4
Grade 12	5	5	5	5
Cedar Creek Total	19	19	19	19
BCIT	1	1	1	1
ACSSSD	1	1	1	1
TOTAL	65	65	70	70

ANNUAL MOTIONS
Cont.

AUDIT PRESENTATION

BOARD OF
EDUCATION BUSINESS

11. MINUTES

Motion by Mrs. Achey and seconded by Mrs. Gierczyk to approve the November 4, 2019 Regular Meeting minutes.

Motion approved unanimously.

12. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion by Mrs. Plummer and seconded by Mrs. Achey, upon recommendation of the Business Administrator, approve items 12A through 12F:

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 December 31, 2019, after review of the Secretary's Budget Reports for December 2019 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, November & December 2019
 Board Secretary's report for October, November & December 2019

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3) I*, Karen Gfroehrer, Board Secretary, certify that as of December 31, 2019, 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 December 2019.

B. Approval of Expenditures:

APPROVE the December 2019 bills list in the about of \$113,854.92

C. Approval of Transfers:

APPROVE the Expense Account Adjustment #000001 for October 2019 and #00002 - #00003 for December 2019, as per attached. There are no account transfers for November and December 2019.

D. 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 2020-2021 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 2020-2021 school year.

E. Approve the voiding of the following outstanding checks:

Check #	Check date	Check Amount	Check #	Check Date	Check Amount
7380	2/19/15	\$56.22	7762	12/13/16	\$2,000.00

F. Audit Acceptance

RECOMMEND approval to accept the 2018-2019 Comprehensive Annual Financial Report (C.A.F.R.) as prepared by Ford-Scott & Associates, L.L.C., as submitted to the NJ Department of Education.

1. Administrative Practices and Procedures – None

MINUTES

RECOMMENDATIONS OF THE BOARD SECRETARY

- 2. Financial Planning, Accounting and Reporting - None
- 3. School Purchasing Programs - None
- 4. School Food Service – None
- 5. Student Body Activities – None
- 6. Application for State School Aid - None
- 7. Pupil Transportation - None
- 8. Miscellaneous – None

Further, accept the Ford Scott, and Associates, PA peer review letter as prepared by Dave Kaplan, CPA.

Motion approved unanimously by roll call vote.

13. INFORMATIONAL ITEMS:

The next regular meeting of the Board of Education will be held on March 9, 2020 at 6:00 PM.

14. COMMENTS FROM MEMBERS OF THE PUBLIC AND BOARD ON GENERAL TOPICS

Motion by Mrs. Achey and seconded by Mr. Bartling to approve a contribution in the amount of \$3,000.00 for the Mullica Township Student Council/NJHS field trip.

Motion approved unanimously by roll call vote.

15. EXECUTIVE SESSION - None

16. ADJOURNMENT

Motion by Mr. Bartling and seconded by Mrs. Achey to adjourn meeting.

Motion approved unanimously.

Time: 6:45 PM

Respectfully Submitted,



**Karen Gfroehrer
Board Secretary**

**RECOMMENDATIONS
OF THE BOARD
SECRETARY
Cont.**

INFORMATIONAL

COMMENTS

ADJOURNMENT