

**WASHINGTON TOWNSHIP BOARD OF EDUCATION
REGULAR AND REORGANIZATION MEETING
January 6, 2022 6:00 PM**

At 6:05 PM, Mrs. Charlene Lee, Board President, 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.

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

Absent: Mrs. Achey

Also in attendance: Ms. Gfroehrer, School Business Administrator/Board Secretary.

FLAG SALUTE – Ms. Gfroehrer led the flag salute.

1. COMMENTS FROM PUBLIC ON AGENDA ITEMS ONLY

Mayor James discussed off-setting of taxes and asked about the viability of a van purchase.

2. COMBINATION STATEMENT OF RESULTS IN THE ANNUAL SCHOOL ELECTION

| Name | Term | Votes |
|-------------------|---------|-------|
| Melissa Achey | 3 years | 112 |
| Scott Bartling | 3 years | 121 |
| Elizabeth Plummer | 3 years | 113 |
| Personal Choice | 3 years | 2 |

3. SWEARING IN OF NEWLY-ELECTED BOARD OF EDUCATION MEMBERS

Board Secretary, Karen Gfroehrer, administered the Oath of Office to the newly elected members of the Washington Township Board of Education.

4. REORGANIZATION OF THE BOARD OF EDUCATION

A. Nominations & Elections for President

Nominated Mrs. Lee

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 & Election for Vice President

Nominated: Mr. Bartling

RESOLVED, the Mullica 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. CODE OF ETHICS

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

5. APOINTEMENTS OF DELEGATES/REPRESENTATIVES

Motion by Mrs. Lee and seconded by Mr. Bartling;

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

BCSBA and NJSBA Delegate: Mrs. Achey

Alternate Delegate: Mrs. Plummer

Motion approved unanimously by roll call vote.

6. APPROVAL OF THE 2022 SCHOOL BOARD MEETING DATES, TIMES AND LOCATIONS

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

RESOLVED that the Washington Township Board of Education meetings will be held on the third 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 14, 2022 | September 19, 2022 |
| May 2, 2022 (Budget Hearing) | November 21, 2022 |
| June 13, 2022 | *January 3, 2023 – Tuesday (Reorganization Meeting) |

Motion approve unanimously by roll call vote.

7. ANNUAL MOTIONS AND DESIGNATIONS

Motion by Mr. Bartling and seconded by Mrs. Giercyk to approve items 7A through 7G:

A. Appointments

APPROVE the following appointments for 2022:

1. Karen Gfroehrer

- Board Secretary (*Mullica contract*)
- Custodian of Records (*Mullica contract*)
- Public Agency Compliance Officer (PACO) (*Mullica contract*)
- Qualified Purchasing Agent (*Mullica contract*) – Pursuant to NJS A 18A:18/a-37(a) that the bid threshold limit be established for 2022 in the amount of \$44,000 with a quote threshold of \$6,600.
- Approves use of Facsimile Signatures

2. 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. Approval of School Depositories and Signatories

RESOLVED, that TD Bank be designated as the depository of record for the 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 2022

RESOLVED, the Washington Township Board of Education accept and adopt the district policies 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

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 6, 2022 to January 3, 2023.

Motion approved unanimously by roll call vote.

8. RESOLUTION FOR EXECUTIVE SESSION - None

9. BOARD OF EDUCATION BUSINESS

- Correspondence
 - Mullica Township school board representation – Atlantic & Burlington County
- Old Business
- New Business
 - Township Tax Levy Contribution Request
 - Shared Service Agreement

10. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion by Mr. Bartling and seconded by Mrs. Plummer, upon recommendation of the Business Administrator, approve items 10A through 10E:

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 November 30 2021, after review of the Secretary's Budget Reports for November 2021 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 2021
Board Secretary's report for October, November 2021

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3)* I, Karen Gfroehrer, Board Secretary, certify that as of November 30, 2021, 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 November 2021.

B. Approval of Expenditures:

December 2021 bills list: NONE
January 2022 bills list: \$409,027.91

C. Approval of Transfers:

Approve transfer # 000004 for October 2021.
There are no transfers for the month of November 2021.

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 2022-2023 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 2022-2023 school year.

E. MINUTES

APPROVE the November 15, 2021 Regular Meeting Minutes.

Motion approved unanimously by roll call vote.

11. INFORMATIONAL ITEMS

The budget hearing and next regular meeting of the Washington Township Board of Education is to be held on March 14, 2022 at 6:00 PM.

12. COMMENTS FROM MEMBERS OF THE PUBLIC AND BOARD ON GENERAL TOPICS - None

13. RESOLUTION FOR EXECUTIVE SESSION - None


14. ADJOURNMENT

Motion by **Mr. Bartling** and seconded by **Mrs. Plummer** to adjourn meeting.

Motion approved unanimously.

Time: 6:44PM

Respectfully Submitted,



Karen Gfroehrer
Board Secretary