

# Washington Township Board of Education REORGANIZATION & REGULAR MEETING AGENDA

January 9, 2025 6:00 P.M.

## OPEN PUBLIC MEETINGS STATEMENT/CALL TO ORDER

This meeting is called to order under the New Jersey Open Public Meetings Act. The requirements of the open public meeting law have been met stating the date, time, and place and mailed to the clerk of the municipality to be posted on the Town hall bulletin board, and sent to the news media. The Secretary certifies that all requirements have been met. I, Todd D'Anna, Board Secretary, call this meeting to order at \_\_\_\_\_.

## ROLL CALL

_____ Mr. Bartling	_____ Mrs. Giercyk
_____ Mrs. Lee	

Required Personnel: Mr. Todd D'Anna, Business Administrator/Board Secretary \_\_\_\_\_ and Mr. Ronald Sahli, Solicitor \_\_\_\_\_

**FLAG SALUTE** – Mr. D'Anna will lead the flag salute.

## 1. COMMENTS FROM PUBLIC ON AGENDA ITEMS ONLY

This meeting will now be open to the public on specific agenda items. If your comments pertain to students or litigation, we would ask that you see the Business Administrator 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.

## 2. COMBINATION STATEMENT OF RESULTS IN THE ANNUAL SCHOOL ELECTION

Name	Term	Votes
Terese Krout	3 years	324
Scott Bartling	3 years	20
Howard Some <sup>**</sup>	3 Years	4

**\*\* Howard Some has declined the position**

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

### Administration of Oaths

At this time the Board Attorney, Ron Sahli, shall administer the Oath of Office to the newly elected member(s) of the Washington Township Board of Education.

I, \_\_\_\_\_ do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.

I further swear that I possess the qualifications prescribed by law for the office of member of a board of education and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1, and that I will faithfully,

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impartially and justly perform all the duties of the office the office according to the best of my ability. So help me God.

## 4. REORGANIZATION OF THE BOARD OF EDUCATION

### A. Election of Officers

#### Nominations & Election of President:

The Board Secretary, Todd D'Anna, will ask for nominations for the position of President of the Washington Township Board of Education.

#### NOMINATIONS:

The Board Secretary, Todd D'Anna, will close the nominations for the President of the Washington Township Board of Education.

#### ROLL CALL

Mr. Bartling	Ms. Krout
Mrs. Giercyk	
Mrs. Lee	

### B. Nomination & Election of Vice President:

The Business Administrator, Todd D'Anna, will ask for nominations for the position of Vice President of the Washington Township Board of Education.

#### NOMINATIONS:

The Business Administrator, Todd D'Anna, will close the nominations for the Vice President of the Washington Township Board of Education.

#### ROLL CALL

Mr. Bartling	Ms. Krout
Mrs. Giercyk	
Mrs. Lee	

***AT THIS TIME THE NEWLY ELECTED PRESIDENT ASSUMES CHAIR***

## 5. BOARD MEMBER CODE OF ETHICS

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

## 6. APOINTMENTS OF DELEGATES/REPRESENTATIVES

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:

Alternate Delegate:

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## 7. ANNUAL MOTIONS AND DESIGNATIONS

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve items 7A through 7H:

### A. Appointments

**APPROVE** the following appointments for 2025:

#### i. Todd D'Anna .

- Board Secretary (*Mullica contract*)
- Custodian of Records (*Mullica contract*)
- Public Agency Compliance Officer (PACO) (*Mullica contract*)
- Qualified Purchasing Agent (*Mullica contract*) – Pursuant to NJSA 18A:18/a-37(a) that the bid threshold limit be established for 2025 in the amount of \$44,000 with a quote threshold of \$6,600.
- Approves use of Facsimile Signatures

#### 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. 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 2025

**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

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**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 pursuant to all conditions of the individual State contracts; and be it further

**RESOLVED**, that the Washington Township Board of Education Business Administrator, Todd D’Anna, 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, 2025 to January 30, 2026.

**H. RESOLVED** that the Washington Township Board of Education meetings will be held on the 3<sup>rd</sup> Monday of the month at 6:00 PM at the Green Bank Township Building, 2436 Route 563, Egg Harbor, New Jersey 08215, unless otherwise advertised or noted below.

March 17, 2025	June 16, 2025	November 17, 2025
May 5, 2025 (Budget Hearing)	September 15, 2025	January 5, 2026 – 1 <sup>st</sup> Monday (Reorganization Meeting)

**ROLL CALL**

_____ Mr. Bartling	_____ Ms. Krout
_____ Mrs. Giercyk	
_____ Mrs. Lee	

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**8. BOARD OF EDUCATION BUSINESS**

- A. Correspondence  
Mullica Township School Board Representation – Atlantic and Burlington County
- B. Enrollment  
K-8 = 51 students
- C. Old Business  
Training Requirements, Ethics
- D. New Business  
Audit Presentation  
Budget Discussion

**9. RECOMMENDATIONS OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, upon recommendation of the Business Administrator, approve items 9A through 9F:

**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, 2024, after review of the Secretary's Budget Reports for November and December 2024 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 and Board Secretary's report for November and December 2024

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11©(3) I*, Todd D'Anna, Board Secretary, certify that as of December 31, 2024, 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 months of November and December 2024.

**B. Approval of Expenditures:**

November 2024 bills list (updated): \$213,954.92

December 2024 bills list: \$121,515.60

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**C. Approval of Transfers:**

Approve transfer #2 - #4 for the month of November 2024  
December 2024 – None.

**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 2025-2026 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 2025-2026 school year.

**E. Audit Acceptance**

**RECOMMEND** approval to accept the 2023-2024 Comprehensive Annual Financial Report (C.A.F.R.) as prepared by Ford, Scott and Associates, PA and as submitted to the NJ Department of Education

**F. Minutes**

**APPROVE** the November 18, 2024 Regular Meeting Minutes.

**ROLL CALL**

_____ Mr. Bartling	_____ Ms. Krout
_____ Mrs. Giercyk	
_____ Mrs. Lee	

**10. INFORMATIONAL ITEMS:**

The next regular meeting of the Washington Township Board of Education is to be held on March 17, 2025.

**11. COMMENTS FROM MEMBERS OF THE PUBLIC AND BOARD ON GENERAL TOPICS:**

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

- Please state your name and address.
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**12. RESOLUTION FOR EXECUTIVE SESSION:**

**A. Resolution for Executive Session**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_

**RESOLVED**, the Washington Township 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

**B. Resolution to resume Public Portion of meeting:**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to return to public session.

**Time:** \_\_\_\_\_

**Vote:** \_\_\_\_\_ ayes    \_\_\_\_\_ nays    \_\_\_\_\_ absent    \_\_\_\_\_ abstain

**13. ADJOURNMENT**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn meeting.

**Time:** \_\_\_\_\_

**Vote:** \_\_\_\_\_ ayes    \_\_\_\_\_ nays    \_\_\_\_\_ absent    \_\_\_\_\_ abstain