

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

DECEMBER 19, 2011

7:30 PM

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township Consolidated School, Belvidere, NJ with the following members in attendance at roll call: Mr. Meddaugh, Mr. Panetta, Dr. Kosten, Mr. Muscat, Mrs. Rowe and Mr. Abrams. Mr. Al Annunziata, Superintendent, Mrs. Dawn Huff, Business Administrator/Board Secretary, and Mrs. Dawn Werkheiser, Principal were also present, as well as two members of the public. Mr. Rader and Mrs. Collom were unable to attend.

Mr. Meddaugh opened the meeting at 7:30 p.m. and stated that the meeting had been duly advertised and the public properly notified through notification to The Star Gazette, The Express-Times and the White Township Municipal Clerk in accordance with the Open Public Meetings Act.

Approval of Minutes

A motion was made by Mr. Panetta and seconded by Mr. Muscat to approve the minutes, with one correction as noted by Mr. Abrams, from the November 28, 2011 Regular Session Meeting and Executive Session #1 and #2. Motion carried as follows: Ayes – 5, Nays - 0, Abstentions – 1 (Mrs. Rowe). A motion was made by Dr. Kosten and seconded by Mrs. Rowe to approve the minutes as submitted from the December 5, 2011 Special Meeting. Motion carried as follows: Ayes – 5, Nays – 0, Abstentions – 1 (Mr. Abrams).

Correspondence & Announcements

Mr. Meddaugh reported that he received a call from Mr. Rader expressing extreme frustration with the process for archiving his fingerprints. Mr. Meddaugh asked Mrs. Rowe and Mrs. Huff if they could provide assistance to Mr. Rader with the process to avoid any further issue.

Mrs. Skoog arrived at 7:35 p.m.

Mr. Meddaugh noted that the review of the Board of Education Self Evaluation will be postponed until the January meeting because not all Board members had submitted their completed reviews on-line to NJSBA. Mr. Meddaugh reminded Board members to complete their reviews and submit them as quickly as possible.

Open Public Comment

None

EXECUTIVE SESSION

A motion was made by Mr. Panetta and seconded by Mr. Abrams to convene to Executive Session at 7:41 p.m. to discuss a Personnel issue. Motion carried as follows: Ayes – 7, Nays – 0 and Abstentions – 0.

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Be it resolved by the White Township Board of Education that it shall meet in closed session this evening to discuss a Personnel issue. The board will publicly disclose information pertaining to the topics discussed as soon thereafter and once the reasons for non-disclosure no longer exist.

The topics to be discussed are within the exemptions that are permitted to be discussed in private session pursuant to P.L. 1975c chapter 321. A motion was made by Mrs. Skoog and seconded by Mr. Panetta to adjourn the Executive Session at 7:59 p.m. Motion carried as follows: Ayes – 7, Nays – 0 and Abstentions – 0.

A motion was made by Mrs. Skoog and seconded by Mr. Panetta to deny the appeal before the Board and to reaffirm the decision of the Superintendent to disapprove tuition reimbursement of two course requests of a staff member. Motion carried by roll call vote as follows: Mr. Abrams – yes, Mrs. Rowe – yes, Mr. Muscat – no, Dr. Kosten – yes, Mr. Panetta – yes, Mrs. Skoog – yes, Mr. Meddaugh – yes.

COMMITTEE REPORTS

PERSONNEL

Block Motion – Personnel

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to approve the following agenda items #1 through # 2. Motion carried by roll call vote as follows: Mr. Abrams – yes, Mrs. Rowe – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mr. Panetta – yes, Mrs. Skoog – yes and Mr. Meddaugh – yes.

1. Approve Home Instruction

To approve Lisa Metzgar to provide Home Instruction for one student for up to 5 hours per week at the rate of \$35.00 per hour beginning December 5, 2011.

2. Approve a Maternity Leave of Absence

To approve a maternity/family leave of absence for Elizabeth Werner from March 26, 2012 through September 1, 2013.

Mr. Meddaugh discussed the tragic house fire at the home of students in the district and asked what the Board can do to help the family. Mrs. Werkheiser noted that collections of clothing and Christmas gifts are currently being collected and that continual assistance will be offered to the family as needed. Mr. Meddaugh asked that a letter expressing the Board's condolences be sent.

TRANSPORTATION

Mr. Annunziata noted that all bus cameras are now fully operational.

POLICY

Mr. Annunziata discussed the policies and regulations for approval this evening.

Block Motion - Policy

A motion was made by Mrs. Skoog and seconded by Mr. Abrams to approve the following agenda items #1 through # 7. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

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Block Motion – Policy - continued

1. Approve First Reading of Bylaw #0168 – Recording Board Meetings

To approve a First Reading of Bylaw #0168 – Recording Board Meetings

2. Approve First Reading of Policy & Regulation #5519 – Dating Violence at School

To approve a First Reading of Policy & Regulation #5519 – Dating Violence at School

3. Approve First Reading of Policy #6424 – Emergency Contracts

To approve a First Reading of Policy #6424 – Emergency Contracts

4. Approve First Reading of Policy #6472 – Tuition Assistance

To approve a First Reading of Policy #6472 – Tuition Assistance

5. Approve First Reading of Policy #8505 – School Nutrition

To approve a First Reading of Policy #8505 – School Nutrition

6. Approve First Reading of Policy #9180 – School Volunteers

To approve a First Reading of Policy #9180 – School Volunteers

7. Approve First Reading of Policy #9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

To approve a First Reading of Policy #9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

FINANCE

Block Motion - Finance

A motion was made by Dr. Kosten and seconded by Mr. Panetta to approve the following agenda items #1 through #6. Motion carried by roll call vote as follows: Mr. Abrams – abstain, Mrs. Rowe – yes, Mr. Muscat – abstain, Dr. Kosten – yes, Mr. Panetta – yes, Mrs. Skoog – yes, Mr. Meddaugh – yes.

1. Approve November 2011 Board Secretary’s Report and Treasurer’s Report

To approve the November 2011 Board Secretary’s Report and Treasurer’s Report in agreement. After review of the School Business Administrator’s monthly financial reports and upon consultation with the Business Administrator and Superintendent, this Board of Education does hereby certify that as of November 30, 2011, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11, and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

2. Approve December 2011 Bills

To approve the payment of the December 2011 Bills in the amount of \$554,842.66 for all funds.

3. Approve November 2011 Cafeteria Bills

To approve the payment of the November 2011 Cafeteria bills in the amount of \$7,273.77.

4. Approve Budget Transfers for November 2011

To approve budget transfers in the amount of \$16,464.20 for November 2011.

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Block Motion – Finance - continued

5. Approve A Superintendent Search Agreement

To approve a standard Superintendent Search Agreement between the Hope Township and White Township Boards of Education and New Jersey School Boards Association in the amount of \$6,500.00, \$3,250.00 (less \$800. District Credit) to be paid by the White Township Board of Education and \$3,250.00 (less \$800. District Credit) to be paid by the Hope Township Board of Education for search services as detailed in the contract.

6. Approve New Signers on Class Funds Account

To revise the allowed signers on the Class Funds Account (First Hope – Account #135364) to be the Principal, Dawn Werkheiser and the Secretary to the Superintendent, Patricia Meyers. Two signatures will be required on all checks.

CURRICULUM

Dr. Kosten noted for the record that she is extremely impressed by the Social Studies Curriculum maps that she reviewed. Dr. Kosten added that there is a tremendous amount of creative material contained in the Curriculum and would like to see the curricula followed and studied to determine student achievement. Mr. Annunziata and Mrs. Werkheiser noted that the Curriculums are reviewed and revised each summer.

Block Motion - Curriculum

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to approve the following agenda items #1 through #4. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve Social Studies Curriculum

To approve Social Studies Curriculum maps for Grades 1-4, History 1&2, Ancient Civilization and Civics.

2. Approve a Field Trip for Grade 2 – GEM Students

To approve a field trip for approximately 10 - Grade 2 GEM students to attend a “Marvelous Math” competition at Evangelical Free Church, Blairstown, NJ on January 19, 2012. The students will depart from the school at 9:30 a.m. and return at approximately 12:45 p.m. There is no cost for this trip; parents will provide transportation.

3. Approve a Field Trip for Grade 5/6 – GEM Students

To approve a field trip for approximately 3 Grade 5/6 GEM students to attend “Warren County Spelling Bee” at Evangelical Free Church, Blairstown, NJ on February 9, 2012. The students will depart from the school at 9:15 a.m. and return at approximately 12:30 p.m. There is no cost for this trip; parents will provide transportation.

4. Approve Revised 2011-2012 School Calendar

To approve a revised 2011-2012 school calendar to account for the school closing on October 31, 2011, with school now in session on February 17, 2012 (make-up day #1).

BUILDINGS & GROUNDS

Mr. Panetta reported on several ongoing projects in and around the school as follows: Trees have been taken down and clean up is complete; parking lot striping will be completed in the Spring; obtaining quotes to replace the dishwasher; HT Lyons is scheduled to install the new rooftop HVAC units this week; lighting fixture replacements will be done over the holiday

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Buildings & Grounds – continued

break. Mr. Panetta noted that there is an old metal cabinet used by Recreation to store supplies in that should be removed because of its poor condition and the possibility of student injuring themselves on it. Mrs. Werkheiser will take care of it.

PUBLIC RELATIONS

No report

SPECIAL SERVICES

No report

PLANNING / EXPANSION

No report

BHS BOARD MEMBER

No report

PLANNING BOARD

No report

SHARED SERVICES LIAISON COMMITTEE

Mr. Annunziata noted that the Committee should discuss the Shared Service Agreement for Business Administration services for the 2012-2013. Mrs. Rowe will reach out to the Committee to see if a meeting is necessary to discuss continuation of the current arrangement.

GOALS & OBJECTIVES

Mr. Annunziata provided a written mid-year update on the Board goals.

A motion was made by Mr. Abrams and seconded by Mr. Muscat to accept the Superintendent's update on goals as presented. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

OLD BUSINESS

None

NEW BUSINESS

The Board discussed recent proposed legislation which would move Board member elections to November. The legislation also proposes that there would be no vote on budgets at or below the 2% cap. Mr. Annunziata noted that there are still many questions about some of the specifics of the bill.

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APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mrs. Rowe and seconded by Mr. Abrams to approve the Superintendent's Report for November 2011. Motion carried as follows: Ayes – 7, Nays - 0, Abstentions – 0.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mr. Abrams and seconded by Mr. Muscat to acknowledge receipt of no HIB incidents for the month of November 2011. Motion carried as follows: Ayes – 7, Nays - 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mr. Fred Skirbst noted, as a follow-up to the earlier discussion during the Curriculum Committee report, that he is a Social Studies teacher in the cluster and that all of the cluster district Social Studies teachers are working very hard to prepare students in Social Studies and they are prepared when they go to Belvidere High School.

ADJOURNMENT

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to adjourn the meeting at 8:50 p.m. Motion carried as follows: Ayes – 7, Nays - 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary