

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

NOVEMBER 28, 2011

7:30 PM

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township Municipal Building, Belvidere, NJ with the following members in attendance at roll call: Mr. Meddaugh, Mrs. Collom, Mr. Rader, 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 seven members of the public. Mrs. Skoog was 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 Mrs. Collom and seconded by Mr. Panetta to approve the minutes, with one correction as noted by Dr. Kosten, from the September 26, 2011 Regular Session Meeting and Executive Session. Motion carried as follows: Ayes – 8, Nays -0, Abstentions – 0.

Correspondence & Announcements

None

BOARD MEMBER HIB TRAINING

Phil Stern, the Board's Special Education Attorney, presented an overview of the Anti-Bullying Bill of Rights Act and discussed and fielded questions from the Board regarding their role in administering the new law in the district.

William Colantano presented an overview of the Comprehensive Annual Financial Report (CAFR) for the 2010-2011 school year. Mr. Colantano provided an analysis of the revenue and expenditures for the year, as well as an overview of the district's surplus for the past six years. Mr. Colantano noted that there are no audit recommendations for any of the audit categories.

APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT

A motion was made by Mr. Rader and seconded by Mr. Panetta to accept the Comprehensive Annual Financial Report for the fiscal year that ended June 30, 2011 as prepared by William Colantano with no recommendations. Motion carried as follows: Mr. Abrams – yes, Mrs. Rowe – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mr. Panetta – yes, Mr. Rader – yes, Mrs. Collom – yes and Mr. Meddaugh – yes.

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APPROVAL OF CORRECTIVE ACTION PLAN FOR THE 2010-2011 AUDIT

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to approve the Corrective Action Plan with no recommendations. Motion carried as follows: Mr. Abrams – yes, Mrs. Rowe – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mr. Panetta – yes, Mr. Rader – yes, Mrs. Collom – yes and Mr. Meddaugh – yes.

EXECUTIVE SESSION

A motion was made by Mr. Panetta and seconded by Mrs. Collom to convene to Executive Session at 9:16 p.m. to discuss a Personnel issue. Motion carried as follows: Ayes – 8, Nays – 0 and Abstentions – 0.

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. Collom and seconded by Mr. Muscat to adjourn the Executive Session at 9:44 p.m. Motion carried as follows: Ayes – 8, Nays – 0 and Abstentions – 0.

Mrs. Rowe left the meeting at 9:44 p.m.

Mr. Meddaugh noted that the purpose of the Executive Session was to confer with legal counsel concerning pertinent laws with respect to an appeal from a staff member.

A motion was made by Mr. Rader and seconded by Mr. Abrams to clarify the reason for the Executive Session was to confer with legal counsel regarding an appeal to the Board from a staff member. Motion carried as follows: Ayes – 8, Nays – 0 and Abstentions – 0.

Mrs. Werner discussed her appeal to the Board of a decision by the Superintendent to deny tuition reimbursement for two graduate courses that she requested to take in the Fall of 2011.

The consensus of the Board was to take the appeal under advisement and agreed to render a decision by the December Board meeting.

Open Public Comment

None

COMMITTEE REPORTS

PERSONNEL

Mr. Muscat noted that the Committee met to discuss a grievance and the resignation of the School Secretary. Mr. Abrams asked if a letter could be sent to Mrs. Carlson on behalf of the Board thanking Mrs. Carlson for her dedicated service to the school over the past six years.

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Motion – Personnel

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

1. Approve the Resignation of Ann Carlson

To approve, with regret, the resignation of Ann Carlson effective November 30, 2011.

TRANSPORTATION

No report

POLICY

Mr. Annunziata noted a need to set up a Policy Committee meeting to discuss and review Policy Alert #195. There will be a first reading of the policies and regulations from Alert #195 on December 19th.

FINANCE

Mr. Meddaugh reviewed the motions for consideration.

Block Motion - Finance

A motion was made by Mr. Abrams and seconded by Mr. Muscat to approve the following agenda items #1 through #8. Motion carried as follows: Mr. Abrams – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mr. Panetta – yes, Mr. Rader – yes, Mrs. Collom – yes and Mr. Meddaugh – yes.

1. Approve October 2011 Board Secretary's Report and Treasurer's Report

To approve the October 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 October 31, 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 November 2011 Bills

To approve the payment of the November 2011 Bills in the amount of \$881,092.39 for all funds.

3. Approve October 2011 Cafeteria Bills

To approve the payment of the October 2011 Cafeteria bills in the amount of \$9,204.88.

4. Approve A Contract with The Craig School

To approve a contract for one student to attend The Craig School for the 2011-2012 school year at a tuition cost of \$28,835.32 for attendance from October 26, 2011 through June 15, 2012.

5. Approve a Proposal with Design Resources Group Architects

To approve a proposal to expedite the DOE paper work, provide design and construction documents, provide field support installation of new infrastructure and assist in the project close out documentation with regard to the Emergent Domestic Water Tank Replacement Project for a cost of \$7,500. or 8% of the construction contract amount, whichever is greater.

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Block Motion – Finance - continued

6. Approve Submission of the Emergent Domestic Water Tank Replacement Project Application

To approve submission of a project application to the NJ Department of Education for the emergency replacement of the domestic water tank. The district to submit this project as an “other capital project” and understands that there will be no funding available from the state for this project.

7. Approve Amendment of the District Long Range Facility Plan (LRFP)

To approve the amendment of the district’s current Long Range Facility Plan (LRFP) to include the emergency replacement of the water tank.

8. Accept Additional Education Jobs Fund Grant Allocation

To accept the additional \$2,182.00 Federal Supplemental Education Jobs Fund Grant allocation and spend the funds on employee benefits.

CURRICULUM

Block Motion – Curriculum

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

1. Approve Additional Eighth Grade Fundraisers

To approve Additional Eighth Grade Fundraisers for the 2011-2012 school year as follows:

- “Gold Party” – date to be determined
- Spaghetti Dinner – date to be determined

2. Approve a Grade 7/8 Field Trip

To approve a field trip for approximately 81 – Grade 7/8 students to Belvidere High School on December 16, 2011 to view their holiday concert.

BUILDINGS & GROUNDS

Mr. Panetta updated the Board on several Buildings and Grounds issues including: the additional fire lane signage will be painted this week; HT Lyons, the contractor with the Clean Energy Smart Start grant, will be replacing three roof top air conditioning units next week; the retrofit of the lighting fixtures in the classrooms has not yet been scheduled. Mr. Panetta reminded the Board that this work will be funded with grant funding from a Smart Start Energy Program, obtained by the White Township Committee and that a thank you should be sent to Mr. Race for his work securing this funding. Mr. Panetta noted that two quotes for snowplowing were received and reviewed and that the lowest quote is recommended for approval this evening. Mr. Panetta reported that the tree removal and trimming will occur next week and that Mrs. Werkheiser’s security drill with staff members went very well. The next meeting of the Buildings and Grounds Committee is scheduled for December 13th.

Block Motion – Buildings & Grounds

A motion was made by Mr. Abrams and seconded by Mrs. Collom to approve the following agenda items #1 through #2. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

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Block Motion – Buildings & Grounds - continued

1. Approve the Comprehensive Maintenance Plan and M-1 Form

To approve submission of the 2011-2012 Comprehensive Maintenance Plan and the accompanying M-1 Form.

2. Approve a Contract for Snow Removal for the 2011-2012 School Year

To approve Flowerland Growers, LCC for snow removal for the 2011-2012 school year at the following rates:

- Salting \$145.00 per application
- Truck w/Snow Plow \$79.50 per hour
- Backhoe with 1 yd bucket \$79.50 per hour

Mr. Meddaugh asked Mr. Gold, Board Attorney to provide the Board with an update on the solar project that was proposed to the Board earlier in the year. Mr. Gold noted that because there are more SREC's currently than there is a demand for, it is probably not a good time to enter into a long term contract in the solar market that it would be prudent to wait until the market stabilizes and revisit the issue.

PUBLIC RELATIONS

No report

SPECIAL SERVICES

No report

PLANNING / EXPANSION

No report

BHS BOARD MEMBER

Mr. Rader reported on an issue at the High School involving three students that solicited funds, under false pretenses, from residents in the Brookfield Community. Mr. Rader noted that Belvidere Administration is now faced with the unenviable discipline decisions, as well as trying to remediate damage to the relationship between the district and the Brookfield Community. Mr. Rader also discussed a recent change to the cell phone policy at Belvidere School District. Mr. Rader noted that he opposed the changes but reminded Board members that he was not allowed to vote on this issue. Mr. Muscat noted that he would like to write to our legislators to express our displeasure over the limitation of sending districts ability to vote on issues before the receiving district Board. The Board asked Mr. Gold to look into this issue and review the attorney client communication that was distributed to Belvidere Board of Education members regarding this issue.

PLANNING BOARD

No report

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SHARED SERVICES LIAISON COMMITTEE
No report

GOALS & OBJECTIVES

Mr. Annunziata noted that he will provide a mid-year update on the Board goals at the next meeting.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Huff reminded Board members that it is time to do their Board Self Evaluation and reviewed instruction to go onto the NJSBA website to complete the review. Mrs. Huff asked members to complete the on-line review by December 9th and will invite our NJSBA representative to attend the meeting on December 19th to review the results with the Board.

Mr. Annunziata noted the need to set up a Special Board meeting to approve a new School Secretary.

A motion was made by Mrs. Collom and seconded by Mr. Abrams to set a Special Board of Education meeting on Monday, December 5, 2011, at 7:30 p.m., at the White Township Municipal Building, with the purpose of the meeting to hire a School Secretary. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

APPROVE SUPERINTENDENT'S REPORT

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

HIB INCIDENTS

A motion was made by Mr. Muscat and seconded by Mrs. Collom to acknowledge receipt of no HIB Incidents for the month. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

None

EXECUTIVE SESSION

A motion was made by Dr. Kosten and seconded by Mr. Abrams to convene to Executive Session at 10:50 to discuss a personnel issue. Motion carried as follows: Ayes- 7, Nays – 0, Abstentions – 0.

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.

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A motion was made by Dr. Kosten and seconded by Mr. Abrams to adjourn the Executive Session at 11:11 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Mr. Meddaugh noted that the Board discussed a personnel issue and there will be no action taken at this time.

ADJOURNMENT

A motion was made by Mr. Abrams and seconded by Mr. Muscat to adjourn the meeting at 11:14 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary