

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**OCTOBER 24, 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, and Mrs. Rowe. Mr. Al Annunziata, Superintendent, Mrs. Dawn Huff, Business Administrator/Board Secretary, and Mrs. Dawn Werkheiser, Principal were also present, as well as six 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 Mr. Rader and seconded by Mrs. Collom to approve the minutes as submitted from the September 26, 2011 Regular Session Meeting and Executive Session. Motion carried as follows: Ayes – 5, Nays -0, Abstentions – 2 (Mr. Panetta and Mr. Meddaugh).

#### **Mr. Abrams arrived at 7:37**

#### **Correspondence & Announcements**

Mrs. Huff read a letter which was received from the Executive County Superintendent approving the request from the Board to use the additional state aid in the amount of \$86,269.00 in the 2011-2012 school year.

Mr. Meddaugh reported on a letter received from the Governor which details the inroads his office has made on the education front and notes that there is more work to do. There is no action required. Mr. Meddaugh noted that he will provide copies to interested Board members.

Mr. Meddaugh noted that he received e-mail correspondence regarding the Co-Curricular programs at the school. Mr. Meddaugh met with Mr. Annunziata and Mrs. Werkheiser and will report back to the parent with a follow-up to their inquiry.

Mr. Meddaugh also discussed another e-mail correspondence that was received by Board members. A parent expressed concern about comments made by a Board member regarding the costs for out-of-district special education placements. Mr. Rader noted that the concern was over non-educational costs, not special education costs and that some of the finances are custodial care costs not educational costs. Mr. Meddaugh reminded everyone that the Board of Education has both a legal and moral obligation to educate students and that this Board takes those responsibilities very seriously. Mr. Meddaugh noted that he will contact the parent to assure that there is clarity as to the intention of statements that were made.

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**Public Hearing on Violence and Vandalism**

Mr. Annunziata held the Annual Public Hearing on School Violence and Vandalism and noted there were no incidents. In addition to the 2010-2011 district report Mr. Annunziata also distributed reference materials including a listing of related activities conducted during the year to prevent school violence, a listing of assemblies which were held throughout the year and copies of Board policy and regulation #5512 – Harassment, Intimidation and Bullying and policy and regulation #8461 – Reporting Violence, Vandalism and Alcohol and Other Drug Abuse. There were no questions or comments from the public.

A motion was made by Mrs. Collom and seconded by Mr. Abrams to accept the annual report on School Violence and Vandalism as presented by the Chief School Administrator. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**Open Public Comment**

None

**COMMITTEE REPORTS**

**PERSONNEL**

**Block Motion – Personnel**

A motion was made by Dr. Kosten and seconded by Mrs. Collom to approve the following agenda items #1 through #4. 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.

1. Approve Extra-Curricular Activity Positions

To approve staff for the following Extra-Curricular Activity Positions:

Kenna Pearson	Art Show (Head)	Year 3	\$ 1,792.
Margaret Sheneman	Chorus (Head)	Year 1	\$ 1,792.

2. Approve A Revised Jump Start Contract

To approve a revised Jump Start contract as follows:

Joan Williams	Jump Start (Asst-Yr 4)	4,5,&6 Yrs.	\$1,793.
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3. Approve Additional Substitute Teachers for the 2011-2012 School Year

To approve Jennifer Feldman (NJ Sub Certificate), Mildred Josephson (NJ Sub Certificate), Mary Thorne (County Sub Certificate) and Beverly Scott (Co Sub Certificate) as additional substitute teachers for the 2011-2012 school year.

4. Approve Emergency Coverage

To approve the use of Aides, Joan Williams, Kim Shoemaker and Tara Mitschele for emergency coverage, assigned and approved by the Principal. Aides to be paid at their contracted hourly wage.

**TRANSPORTATION**

Mrs. Collom reported that all transportation routes are running smoothly. There was one adjustment made to one of the routes because of a student issue. Mr. Annunziata noted that the unexpected paving work on Route 519 by the school caused busses to dismiss late this afternoon.

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### POLICY

Mr. Rader noted that he feels that the HIB policy is much too financially driven and that while the concept is a good thing, the policy goes too far.

#### **Block Motion - Policy**

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to approve the following agenda items #1 through #5. Motion carried as follows: Ayes – 7, Nays – 1 (Dr. Kosten), Abstentions – 0.

1. Approve the Second Reading of Bylaw #0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics

To approve the Second Reading of Bylaw #0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics

2. Approve the Second Reading of Policy and Regulation #2431.4 – Prevention and Treatment of Sports Related Concussions and Head Injuries

To approve the Second Reading of Policy and Regulation #2431.4 – Prevention and Treatment of Sports Related Concussions and Head Injuries

3. Approve the Second Reading of Policy#5512 – Harassment, Intimidation and Bullying

To approve the Second Reading of Policy #5512 – Harassment, Intimidation and Bullying

4. Approve a Resolution Declaring October 2 through 8 as the “Week of Respect”

WHEREAS, The Anti-Bullying Bill of Rights, Assembly Bill 3466, was approved by the New Jersey Legislature in November 2010 and signed into law as P.L. 2010, c. 122, by Governor Chris Christie on January 5, 2011; and

WHEREAS, The statute is intended to protect students from harassment and intimidation that would substantially interfere with their education; and

WHEREAS, In a 2009 survey by the National Centers for Disease Control, one in five New Jersey students indicated they had been the subject of bullying on school grounds during the previous year; and

WHEREAS, The Anti-Bullying Bill of Rights places expanded responsibilities on teachers, school administrators and boards of education to protect students from incidents of bullying, harassment and intimidation; and

WHEREAS, The Anti-Bullying Bill of Rights designates the week beginning with the first Monday in October as “Week of Respect” throughout New Jersey”; and

WHEREAS, The law directs school districts to observe the “Week of Respect” through age-appropriate instruction in accordance with New Jersey’s core curriculum content standards; and

WHEREAS, The White Township Board of Education recognizes the harmful impact of harassment and bullying on children and is committed to providing all of its students with a safe and secure learning environment free from intimidation; and

WHEREAS, The White Township Board of Education supports the intent of the Anti-Bullying Bill of Rights to protect our children, as well as the goal of previous law to enhance training and instruction to prevent harassment, intimidation and bullying. Now therefore be it

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#### **Block Motion – Policy - continued**

RESOLVED, That the White Township Board of Education declares October 2 through 8, 2011 as a “Week of Respect” in all district schools, and be it further

RESOLVED, That the Week of Respect will be a part of the White Township Consolidated Public Schools’ ongoing efforts to foster respect among students and staff for the diverse cultures and personalities represented in our school community, and be it further

RESOLVED, That copies of this resolution be sent to Governor Chris Christie, state Senator Michael Doherty, Assemblyman John DiMaio, Assemblyman Erik Peterson, the New Jersey School Boards Association and the Warren County School Boards Association.

#### 5. Approve the MOA (Memorandum of Agreement) with the State Police

To approve the 2011-2012 Memorandum of Agreement with the State Police.

## FINANCE

#### **Block Motion - Finance**

A motion was made by Mrs. Collom and seconded by Mr. Muscat to approve the following agenda items #1 through #7. 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.

#### 1. Approve September 2011 Board Secretary’s Report and Treasurer’s Report

To approve the September 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 September 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 October 2011 Bills

To approve the payment of the October 2011 Bills in the amount of \$719,273.48 for all funds.

#### 3. Approve September 2011 Cafeteria Bills

To approve the payment of the September 2011 Cafeteria bills in the amount of \$14,479.52.

#### 4. Approve Budget Transfers for September 2011

To approve budget transfers in the amount of \$33,685.47 for September 2011.

#### 5. Approve A Contract with Therapeutic Intervention, Inc.

To approve a contract with Therapeutic Intervention, Inc. to provide OT Services for the 2011-2012 school year with the following fee schedule: School Based Therapy in District - \$86.50/hour; Home Based Therapy - \$97.00/hour; Evaluations - \$330.00/evaluation.

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### Block Motion – Finance - continued

#### 6. Approve a Resolution for Participation in Coordinated Transportation

WHEREAS, the White Township Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and  
WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and  
WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administrative fee of 5.5% for member districts and 8.5% for non-member districts as presented to the White Township Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

#### 7. Approve Submission of the FY 2012 IDEA Grant Application and Accept the Grant Award

To approve submission of the FY2012 IDEA grant application and accept the grant award as follows:

IDEA Basic	\$129,069.00	OOD Tuition
IDEA Preschool	\$ 5,710.00	Preschool Aide Salary/Benefits

### CURRICULUM

Dr. Kosten asked that in the future, Curriculum Committee members be afforded more lead time to review curriculum maps that will be presented for approval.

#### Block Motion - Curriculum

A motion was made by Mrs. Rowe and seconded by Mrs. Collom to approve the following agenda items #1 through #4, and the additional motion #5. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### 1. Approve Curriculum Maps

To approve curriculum maps for Grades K-8 Technology, Physical Education, Music, World Language and Science.

#### 2. Approve a Field Trip for Grade 3 & 4 – GEM Students

To approve a field trip for approximately 12 - Grade 3/4 GEM students to attend a “Battle of the Books” competition at Brass Castle Elementary School, Washington, NJ on May 24, 2012. The students will depart from the school at 3:10 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 12- Grade 5/6 GEM students to attend “Battle of the Books” competition at Great Meadows Middle School, Great Meadows, NJ on April 4, 2012. The students will depart from the school at 3:10 p.m. There is no cost for this trip; parents will provide transportation.

#### 4. Approve a Field Trip for Grade 7 & 8 GEM Students

To approve a field trip for approximately 12 – Grade 7/8 GEM students to attend “Battle of the Books” competition at North Warren Regional High School, Blairstown, NJ on April 17, 2012. The students will depart from the school at 3:10 p.m. There is no cost for this trip; parents will provide transportation.

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### **Block Motion - Curriculum**

#### **5. Approve a Grade 7/8 Field Trip**

To approve a field trip for 83 Grade 7/8 students to East Stroudsburg University to see "A Christmas Carol", on November 29, 2011. The cost of the trip is \$12.00 per student.

### **BUILDINGS & GROUNDS**

Mr. Panetta noted that the 1000 gallon fresh water tank is leaking. The Committee will be meeting with the Architect and Engineer to develop a scope of work for the replacement of the tank. The repair is complicated and could be costly as the tank is located under the sidewalk and parking lot area. Mr. Panetta further reported that the electrician will be repairing the heat tape that is on the gutters so it is ready for the winter season. Mr. Panetta noted that the security drill last month went very well.

Mr. Annunziata discussed a recent workshop he attended and noted that districts will be required to create a very extensive written security plan. The State, at this time, is offering no templates for the plan and to create this document it will be very time consuming and labor intensive.

### **PUBLIC RELATIONS**

No report

### **SPECIAL SERVICES**

No report

### **PLANNING / EXPANSION**

No report

### **BHS BOARD MEMBER**

Mr. Rader noted that Belvidere School District will be dedicating their football stadium to Domenick Colangelo on November 4, 2011. There will be an informal reception at the high school library from 5:30 p.m. to game time and dedication ceremonies will be at halftime.

The Board further expressed their frustration regarding the restricted voting rights for sending Board members on the Belvidere Board of Education. The Board discussed how sending districts could challenge the role of the sending Board member and suggested that it may be time to revisit a send/receive contract. Mr. Annunziata reported that the Hope Township Board of Education is interested in joining the efforts of the White Township Board of Education. Mr. Annunziata advised that the Board Presidents from the three sending districts should meet to discuss this further.

### **PLANNING BOARD**

No report

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### **SHARED SERVICES LIAISON COMMITTEE**

Mrs. Rowe noted that the Committee met and that everything is going well with the shared services for the Superintendent and Business Administrator, as well as for the Speech Therapist and Social Worker. There are no issues at this time. Mrs. Rowe noted that Hope may need the services of the Social Worker less frequently next year so we will have to see if the shared service agreement for the Social Worker will be reduced or changed for the 2012-2013 year.

### **GOALS & OBJECTIVES**

Mr. Annunziata further discussed the revised action plans for the district and Board of Education goals for 2010-2012.

### **OLD BUSINESS**

Mr. Meddaugh noted that he received a letter from the Executive County Superintendent indicating that she received the Board's request to revise the Shared Service Agreement for shared business administrator services between the Hope Township Board of Education and the White Township Board of Education and determined that the provisions of the revised agreement are in compliance with the statutes. Therefore the revised agreement is approved for the period of July 1, 2011 to June 30, 2012 with White Township paying Hope Township the sum of \$69,000.00 during the life of the agreement.

A motion was made by Dr. Kosten and seconded by Mrs. Rowe to accept the approval of the Executive County Superintendent and approve a revised Shared Service agreement between the Hope Township Board of Education and the White Township Board of Education for Business Administrator services for the 2011-2012 school year with White Township paying Hope Township the sum of \$69,000.00 during the life of the agreement.

### **NEW BUSINESS**

Dr. Kosten reported on her attendance at the October 6<sup>th</sup> meeting of WCSBA held at the Harmony School.

Mr. Annunziata noted that Attorney Phil Stern will provide HIB training to Board members at the November 28<sup>th</sup> Board meeting.

Mr. Annunziata reported that the WTEA Scholarship Fund Committee would like approval of a fundraiser to sell wrist bands. All proceeds from the sale would benefit Association's Scholarship Fund. The Board agreed that it is a good fundraiser idea but would want clarification as to the design and slogan for the wrist bands.

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to approve the wrist band fundraiser conditional on prior approval of the design and slogan by the Superintendent. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Mr. Panetta noted a revised evaluation tool that was discussed and reviewed with the Personnel Committee. Mr. Panetta noted that Mrs. Werkheiser partnered with a group of teachers to develop the evaluation.

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#### **APPROVE SUPERINTENDENT'S REPORT**

A motion was made by Mrs. Collom and seconded by Mr. Rader to approve the Superintendent's Report for September 2011. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **HIB INCIDENTS**

A motion was made by Mr. Abrams and seconded by Mrs. Collom to acknowledge receipt of HIB Incidents #1 and #2 for the 2011-2012 school year. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **EXECUTIVE SESSION**

A motion was made by Mrs. Collom and seconded by Mr. Abrams to convene to Executive Session at 9:33 to discuss a personnel issue and a student issue. Motion carried as follows: Ayes- 8, 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 and a student 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. Rowe and seconded by Mr. Muscat to adjourn the Executive Session at 9:50 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Mr. Meddaugh noted that a personnel issue was discussed and no action will be taken at this time and a student issue was discussed and action will be taken.

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to ratify a Settlement Agreement/Consent Order between the White Township Board of Education and a family whose name is on file in the Board's Central Office, and hereby authorizes the Board President and the Superintendent of Schools to take all actions necessary to execute and effectuate the terms of said Settlement Agreement/Consent Order. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **ADJOURNMENT**

A motion was made by Dr. Kosten and seconded by Mr. Abrams to adjourn the meeting at 9:54 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator/Board Secretary