

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**SEPTEMBER 26, 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: Mrs. Collom, Mr. Rader, Dr. Kosten, Mr. Muscat, Mrs. Skoog, Mrs. Rowe and Mr. Abrams. Mr. Al Annunziata, Superintendent, Mrs. Dawn Huff, Business Administrator/Board Secretary, Mrs. Dawn Werkheiser, Principal, and Mrs. Patricia Meyers were also present, as well as six members of the public. Mr. Meddaugh and Mr. Panetta were unable to attend.

Mr. Muscat 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. Skoog and seconded by Mrs. Collom to approve the minutes as submitted from the August 22, 2011 Regular Session Meeting. Motion carried as follows: Ayes – 4, Nays – 0, Abstentions – 3 (Mr. Abrams, Mr. Rader and Mrs. Skoog)

#### **Open Public Comment**

Mrs. Mulson discussed an issue her student is having with another student and the manner in which it was handled. Mr. Muscat reminded Mrs. Mulson that if she was not satisfied with how the issue was handled by the Principal that she should contact Mr. Annunziata to discuss her concerns.

Mrs. Richardson expressed disappointment with the format of Back-to-School Night. She felt it was not informative and much preferred the old format used in previous years. Mrs. Richardson also expressed concern with the current recess and noted she felt students are not afforded enough time outside. Mr. Muscat asked Mrs. Richardson to make an appointment with Mrs. Werkheiser to discuss her concerns.

Mrs. Anderson also noted that she would have liked the teachers in the older grades to present more information at Back-to School night. Mrs. Anderson further expressed her concerns that there are incidents of bullying in the district and that she hopes there will be a presentation to the student body and staff on bullying. Mr. Annunziata indicated that both the staff and student body will be trained on bullying. Mr. Annunziata further noted that he is planning an evening meeting with the Cluster to educate parents on the new Anti-Bullying laws.

#### **Correspondence & Announcements – NJASK Testing Presentation – Mrs. Walsh**

Mrs. Alison Walsh, BSI teacher and testing coordinator for the district, provided a detailed overview of the testing results from the NJ ASK tests which were administered to Grade 3-8 students in May 2011. Mrs. Walsh also discussed the 2011-2012 School Level Objectives which

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**  
**September 26, 2011**  
**Page 2**

**NJASK testing presentation - continued**

were developed with the School Based Planning Team. The complete reports are available for review and have been included in the official minutes book.

A motion was made by Mr. Abrams and seconded by Dr. Kosten to accept the summarized test results as presented by Mrs. Walsh and to accept the 2011-2012 Benchmark Report and accompanying detail proposal of tasks and activities. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**COMMITTEE REPORTS**

**PERSONNEL**

Mrs. Skoog noted that the Committee interviewed and are recommending a Music Teacher this evening.

**Block Motion – Personnel**

A motion was made by Mrs. Rowe and seconded by Mr. Abrams to approve the following agenda items #1 through #5, by roll call vote as follows: Mrs. Collom – yes, Mr. Rader – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mrs. Skoog – yes, Mrs. Rowe – yes and Mr. Abrams – yes.

1. Approve a Revised 2011-2012 Substitute List

To approve a revised 2011-2012 Substitute List (the complete listing to be made part of the official minutes).

2. Approve Revised Salaries

To approve revised contracts, as per the attached spreadsheet, for all WTEA members to reflect contracts for the 2011-2012 school year with 2010-2011 salary rates. The contracts were originally issued with 2009-2010 salary rates. The 2011-2012 employee contracts will remain at the 2010-2011 step and salary rate until ratification of a negotiated agreement with salary guides for 2011-2012.

3. Approve Staff for the Jump Start Program

To approve the following staff for the Jump Start Program for the 2011-2012 school year:

|                  |                        |             |            |
|------------------|------------------------|-------------|------------|
| Alison Walsh     | Jump Start (Head)      | 10+Years    | \$2,317. * |
| Nancy Wheatley   | Jump Start (Asst-Yr 4) | 3,4,&5 Yrs. | \$1,793. * |
| Joan Williams    | Jump Start (Asst-Yr 3) | 1,2,&3 Yrs. | \$1,619. * |
| Deirdre Mulligan | Jump Start (Asst-Yr 1) | 1,2,&3 Yrs. | \$1,619. * |
| Stephanie Bolen  | Jump Start (Asst-Yr 1) | 1,2,&3 Yrs. | \$1,619. * |
| Lisa Metzgar     | Jump Start (Asst-Yr 1) | 1,2,&3 Yrs. | \$1,619. * |

\*These stipends remain at the 2010-11 rate until ratification of a new contract.

4. Accept the Resignation of Kathryn Grant-Bontamase

To accept, with regret, the resignation of Kathryn Grant-Bontamase effective September 30, 2011.

5. Approve a Music Teacher

To approve Margaret Sheneman as a Music Teacher (.6 time), Step 3, BA+15, at the salary rate of \$29,059.00 for the 2011-2012 school year, beginning October 1, 2011.

**TRANSPORTATION**

No report

**POLICY**

No report

**Block Motion - Policy**

A motion was made by Mr. Abrams and seconded by Mrs. Skoog to approve the following agenda items #1 through #3. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

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

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

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

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

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

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

**FINANCE**

Mr. Muscat reviewed the finance motions with the other members of the Board.

**Block Motion - Finance**

A motion was made by Dr. Kosten and seconded by Mrs. Rowe to approve the following agenda items #1 through #9. Motion carried by roll call vote as follows: Mrs. Collom – yes, Mr. Rader – abstain, Dr. Kosten – yes, Mr. Muscat – yes, Mrs. Skoog – yes, Mrs. Rowe – yes and Mr. Abrams – yes.

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

To approve the August 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 August 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 September 2011 Bills

To approve the payment of the September 2011 Bills in the amount of \$742,643.01 for all funds.

3. Approve Budget Transfers for August 2011

To approve budget transfers in the amount of \$20,285.00 for August 2011.

4. Approve a Tuition Contract with Belvidere Board of Education

To approve a tuition contract with Belvidere Board of Education for one student to attend the MD program for the 2011-2012 school year, for a total tuition cost of \$25,000.00.

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Block Motion – Finance - continued**

5. Appoint Emergency Service Providers

To appoint the following emergency service providers to repair and maintain specific equipment and systems in the school building:

|                          |   |
|--------------------------|---|
| R2 Consultants           | Technology Services – Network, Server and Computers |
| Preferred Electrical Co. | Electrical  |
| DeLucca Electric, Inc.   | Electrical  |
| J. Wilson Enterprises    | Slate Roof  |
| CR Service Company Inc.  | Air Conditioning Units                              |
| ATC Services, Inc.       | Controls for Heating System                         |
| Hobbie Heat & Power Inc. | Plumbing  |
| J. Strober & Sons        | Flat Rubber Roof Systems                            |

6. Approve a Contract with Commission for the Blind and Visually Impaired

To approve a Request to Provide Services Contract with the State of New Jersey, Department of Human Services, Commission for the Blind and Visually Impaired to provide services to one student for the 2011-2012 school year at a cost of \$1,700.00 for Level 1 Service.

7. Approve a Tuition Contract with Allegro School

To approve a tuition contract with Allegro School for one student to attend for the 2011-2012 school year, for a tuition cost of \$74,160.00 and the cost of Extraordinary Services of \$21,600.00.

8. Accept the REAP (Rural Education Achievement Program) Grant Award

To accept the 2011-2012 REAP Grant Award in the amount of \$25,512.00 and approve the use of the funds to purchase Technology equipment.

9. Approve Staff Travel

To approve the following staff travel:

- Sherry Bellfy to attend a workshop, “Strategies for Teaching Social Skills & Addressing the Challenging Behaviors of Students with High Functioning Autism/Asperger’s Syndrome”, October 26, 2011 from 8:30 a.m. – 3:15 p.m. in Allentown, PA. The cost of the workshop is \$215.00 and mileage reimbursement not to exceed \$25.00.
- Dorise Benson to attend a workshop, “Late, Lost and Unprepared”, on November 3, 2011 from 7:30 a.m. – 4:00 p.m. in Edison, NJ. The cost of the workshop is \$189.99 and mileage reimbursement not to exceed \$30.00.

**CURRICULUM**

No report

**Block Motion - Curriculum**

A motion was made by Mrs. Rowe and seconded by Mrs. Skoog to approve the following agenda items #1 through #6. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve the Preschool Curriculum

To approve the revised Preschool Curriculum for the 2011-2012 school year.

2. Approve Curriculum Maps

To approve Curriculum Maps for Language Arts, Grades K-8 (including Reading, Writing and Grammar), Math, Grades K-8 and Visual Arts Grades K-8.

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**  
**September 26, 2011**  
**Page 5**

**Block Motion - Curriculum**

3. 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 a “Battle of the Minds” competition at Warren Hills Middle School on November 3, 2011. 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 4 – GEM Students

To approve a field trip for approximately 12- Grade 4 GEM students to attend “Mind-Nastics” at Trinity Methodist Church, Hackettstown, NJ on December 7, 2011, from 10:00 a.m.-2:00 p.m. There is no cost for the trip; parents will provide transportation.

5. 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 a “Battle of the Minds” competition at Great Meadows Middle School on November 15, 2011. The students will depart from the school at 3:10 p.m. There is no cost for the trip; parents will provide transportation.

6. Approve the Grade 8 Trip

To approve a field trip for approximately 40 - Grade 8 students to Washington DC and Gettysburg, PA, May 30 – June 1, 2012. The cost for this trip is paid by parent fundraising.

**BUILDINGS & GROUNDS**

Mrs. Collom reported that the Custodial staff has been very busy getting the school ready for the start of school. Mr. Hartung has a few roof repairs to take care of. Mr. Annunziata noted that the paging system upgrade is complete and paged messages are reaching all areas of the building. Mr. Annunziata further noted that Mr. Hartung completed the Facilities Checklist form. The Committee will be meeting with the Architect to further discuss and prioritize the upcoming Capital projects.

**PUBLIC RELATIONS**

No report

**SPECIAL SERVICES**

No report

**PLANNING / EXPANSION**

No report

**BHS BOARD MEMBER**

Mr. Rader reported that sending district Board members now have limited voting rights on Belvidere Board agenda items. Sending district Board members may now only vote on changes to the tuition amount charged; new capital construction projects; approval, transfer and/or renewal of teaching staff members; and the addition and/or deletion of any extra-curricular activities. The Board agreed to explore options to appeal this legal ruling. Mr. Annunziata noted

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**  
**September 26, 2011**  
**Page 6**

**Belvidere High School Report - continued**

that he felt Hope Board of Ed members would be concerned about these voting limitations as well and want to join in on any appeal. Mr. Rader also reported on the distance learning arrangement with North Warren for continuation of the French program. Mr. Rader noted that the potential shared service agreement for sharing Belvidere's Business Administrator with Harmony is on hold for now and that the current agreement sharing the Superintendent is going okay.

**PLANNING BOARD**

No report

**SHARED SERVICES LIAISON COMMITTEE**

Mrs. Rowe noted that there will be a meeting of the Committee in October.

**GOALS & OBJECTIVES**

Mrs. Walsh reported earlier on the School Level Objectives.

**OLD BUSINESS**

Mrs. Huff discussed the process for approval to appropriate the additional state aid for the 2011-2012 school year. The Board agreed that with the unexpected, unbudgeted special education costs it would be prudent to approve the revised budget for the 2011-2012 school year which includes the appropriation of the additional state aid in the amount of \$86,269.00. as follows:

A motion was made by Mr. Abrams and seconded by Mrs. Skoog to approve a revised 2011-2012 school year budget which includes the appropriation of the additional state aid in the amount of \$86,269.00. Motion carried as follows: Mrs. Collom – yes, Mr. Rader – yes, Dr. Kosten – yes, Mr. Muscat – yes, Mrs. Skoog – yes, Mrs. Rowe – yes and Mr. Abrams – yes. This budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A

Anticipated Enrollment - 605

| Expenditures              |                      | Revenue               |                      |
|---------------------------|----------------------|-----------------------|----------------------|
| General Current Expense   | \$ 8,523,711.        | General Fund          |                      |
| Capital Outlay            | \$ 2,412.            | Budgeted Fund Balance | \$ 25,925.           |
| Special Revenue Fund      | \$ 135,000.          | Local Tax Levy        | \$ 6,581,939.        |
| Repayment of Debt         | \$ 370,900.          | Misc. Revenue         | \$ 5,000.            |
|                           |                      | State Aid             | \$ 1,843,600.        |
|                           |                      | Ed Jobs Grant \$      | \$ 69,659.           |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 9,032,023.</b> | Special Revenue Fund  |                      |
|                           |                      | State Aid             | \$ 0.                |
|                           |                      | Federal Aid           | \$ 135,000.          |
|                           |                      | Debt Service Fund     |                      |
|                           |                      | Budgeted Fund Balance | \$ 381.              |
|                           |                      | Local Tax Levy        | \$ 323,412.          |
|                           |                      | Debt Service Aid      | \$ 47,107.           |
|                           |                      | <b>TOTAL REVENUE</b>  | <b>\$ 9,032,023.</b> |

**Regular Session Minutes**  
**September 26, 2011**  
**Page 7**

As per N.J.A.C. 6A:23 A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2011-2012 tentative budget includes a maximum travel appropriation of \$9,500. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**NEW BUSINESS**

Mr. Annunziata discussed Board member district e-mails. Mr. Annunziata asked the Board if they would like to eliminate the use of district e-mail or if anyone would like to have their district e-mail forwarded to their personal e-mail addresses. Mr. Annunziata felt that either all members should eliminate their accounts or everyone should continue to have one. Board members want to continue to have them and if they want them forwarded, they will let Mr. Hartung know.

Mr. Annunziata discussed his plan to have the four cluster districts sponsor HIB training for parents jointly. Mr. Annunziata noted that he will ask the PTAs and PTOs to sponsor refreshments and hold the training at the White Township School, which would be the most centrally located for all to attend. The Board agreed to be responsible for a portion of the cost of the training.

**APPROVE SUPERINTENDENT'S REPORT**

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

**OPEN PUBLIC COMMENT**

Mrs. Richardson asked about the costs to send students out-of-district for special educational programs and asked if the district tries to educate these students in district. Mr. Annunziata noted that the district is always looking to bring students back but some of these students have special needs that simply cannot be met with our current programming and it would be cost prohibitive to run these exclusive programs in house.

**EXECUTIVE SESSION**

A motion was made by Mr. Abrams and seconded by Mrs. Rowe to convene to Executive Session at 9:32 p.m. to discuss a personnel issue. The 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.

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 Mr. Abrams and seconded by Mrs. Skoog to adjourn the Executive Session at 9:45 p.m. The motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**WHITE TOWNSHIP BOARD OF EDUCATION**  
**Regular Session Minutes**  
**September 26, 2011**  
**Page 8**

**ADJOURNMENT**

A motion was made by Mrs. Skoog and seconded by Mr. Abrams to adjourn the meeting at 9:45 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary