

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**OCTOBER 22, 2018**

**6:30 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. Boehm, Mr. Panetta, Mrs. Nikolopoulos, Mrs. Williams, Mrs. Lensi (6:42 p.m.), Ms. Howell and Ms. Lee. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 8 members of the public. Mr. Rader and Mrs. Sroka were unable to attend.

Mr. Boehm opened the meeting at 6:30 p.m. and stated that the meeting had been duly advertised and the public properly notified through notification to The Express-Times, Star Ledger and the White Township Municipal Clerk in accordance with the Open Public Meetings Act.

#### **APPROVE MEETING MINUTES**

A motion was made by Mr. Panetta and seconded by Ms. Lee to approve the minutes as submitted from the September 24, 2018 Regular Session Meeting. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **CSA REPORT**

Mr. Thompson discussed the following: An added police presence at the school with the assignment of State Police Resource Officers to area schools including White Township School, the agenda for the special meeting on October 29<sup>th</sup>, and upcoming dates including the Halloween Dance, the Halloween Parade, and professional development for staff on Election Day.

Mr. Thompson provided an overview of our self-assessment score for HIB reporting for the 2017-2018 school year. Districts are required to review their HIB practices and procedures and score themselves on a scale of 0-3 in 8 core elements with 25 indicators. We scored slightly higher, for a total of 66, for the 2017-2018 year as compared to 64 for the 2016-2017 school year. All of our scores met or exceeded the requirements for each indicator.

#### **APPROVE HIB SELF-ASSESSMENT REPORT**

A motion was made by Mr. Panetta and seconded by Ms. Lee to approve the NJ Department of Education School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act for the 2017-2018 school year. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **COMMITTEE REPORTS**

#### **PERSONNEL**

##### **Block Motion – Personnel**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the following agenda items #1 through #2.

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### Block Motion – Personnel - continued

Motion carried as follows: Ms. Lee – yes, Ms. Howell – yes, Mrs. Lensi – abstain, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

#### 1. Approve a Transfer on the Salary Guide

To approve a request from Anthony Marinelli to transfer on the salary guide from Step 4\*, BA to Step 4\*, BA+15 at the new salary rate of \$53,890.\*

\*Step and salary remains at the 2017-2018 rate until settlement of the WTEA contract agreement.

#### 2. Approve Paraprofessionals

To approve the following paraprofessionals for the remainder of the 2018-2019 school year, as recommended by the CSA:

Tracy Sheldon	Paraprofessional	Step 10	not to exceed 5.25 hrs/day	\$16.17**
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*Marisa Ketchem	Paraprofessional	Step 1	not to exceed 3 hrs/day	\$13.81**
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\*Pending Criminal History and Chapter 5 check.

\*\*Salary remains at the 2017-2018 rate until settlement of the WTEA contract agreement.

## TRANSPORTATION

No updates.

## POLICY

No updates.

## FINANCE

### Block Motion – Finance

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the following agenda items #1 through #5. Motion carried as follows: Ms. Lee – yes, Ms. Howell – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

#### 1. Approve September 2018 Board Secretary’s Report and Treasurer’s Report

To approve the September 2018 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 CSA, this Board of Education does hereby certify that as of September 30, 2018, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(a), and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

#### 2. Approve October 2018 Bill List

To approve the payment of the October 2018 bills in the total amount of \$835,924.95 for all funds.

#### 3. Approve September 2018 Cafeteria Bills

To approve the payment of the September 2018 Cafeteria bills in the amount of \$6,457.75.

#### 4. Approve Budget Transfers

To approve budget transfers for September 2018 in the amount of \$9,981.87.

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#### Block Motion – Finance - continued

##### 5. Approve Staff Travel

To approve the following staff travel:

- Marlene Saraiva to attend a Special Education Directors Toolkit sponsored by NJPSA in Monroe, NJ on November 2, 2018. The cost of the workshop is \$149 and mileage reimbursement not to exceed \$40.

#### CURRICULUM

Ms. Lee noted that the Committee met and discussed QSAC preparation, adjustments to the school schedule for the 2019-2020 year, better communication with and involvement of parents in school programming, the potential for additional extra-curricular activities, State Police LEAD program to deter drugs and alcohol, and 8<sup>th</sup> grade graduating class activities.

#### Block Motion – Curriculum

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

##### 1. Approve Additional 8th Grade Fundraisers

To approve the following 8<sup>th</sup> grade fundraisers:

- Shake a Can at the QuickChek
- Lawn Signs

##### 2. Approve a Grade 4-8 Music Field Trip

To approve a field trip for approximately 30 grade 4-8 students to Warren Haven, Oxford, NJ on December 19, 2018. The cost per student is \$9.

##### 3. Approve After School GEM Activities

To approve the following additional GEM Activities for the 2018-2019 school year.:

WCCSE – Legos on the Loose	Hatchery Hill Elementary, Hackettstown, NJ	Jan. 31, 2019
WCCSE – Battle of the Books	Great Meadows Middle, Great Meadows, NJ	April 11, 2019
WCCSE – Invention Expo	Hatchery Hill Elementary, Hackettstown, NJ	May 2, 2019
WCCSE – Battle of the Books 3-4	Oxford Street, Belvidere, NJ	May 21, 2019

There is no cost per student and parents provide transportation.

##### 4. Approve a Grade 8 Field Trip

To approve a field trip for approximately 38 grade 8 students to Washington DC June 5-7, 2019. The cost per student will be approximately \$400. (This motion replaces the original motion approved on 8/20/18.)

#### BUILDINGS & GROUNDS

#### Block Motion – Buildings & Grounds

A motion was made by Mrs. Lensi and seconded by Ms. Howell to approve the following agenda items #1 through #4. Motion carried as follows: Ms. Lee – yes, Ms. Howell – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

##### 1. Approve the Comprehensive Maintenance Plan and M1 Form

To approve submission of the 2018-2019 Comprehensive Maintenance Plan and the accompanying M-1 Form.

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**Block Motion – Buildings & Grounds - continued**

**2. Approve an update to the District Five-Year Long Range Facility Plan**

To approve an update to the District Five-Year LRFP (Long Range Facility Plan) to include the following 2018-2023 anticipated capital improvements/projects:

18-19	LRFP Amend	Repaint Roof-top units	\$ 5,000
18-19	LRFP Amend	Paint CSA and BA offices and conference rooms	\$ 5,000
18-19	LRFP Amend	Replace carpet in Room 180 (Hutchison) w/ VC tile	\$ 12,000
18-19	LRFP Amend	Paint 5 classrooms	\$ 5,000
18-19	LRFP Amend	Security Upgrades	\$ 20,000
19-20	LRFP Amend	Remove flooring in Speech and Art - Replace w/VC tile	\$ 7,500
19-20	LRFP Amend	Refinish hallway floor & install VC tile- 1931 building	\$ 30,000
19-20	LRFP Amend	Replace floor tile 1956, 1973, 1999 hallways	\$ 40,000
19-20	LRFP Amend	Replace carpeting in 1931 section (7 classrooms)	\$ 17,500
19-20	LRFP Amend	Resurface Parking Area on Route 519 side	\$ 25,000
19-20	LRFP Amend	Remove Carpet in Library – replace w/VC tile	\$ 5,000
19-20	LRFP Amend	Replace Heating DDC controls	\$ 20,000
19-20	LRFP Amend	Paint 1931 hallway & staircases	\$ 5,000
19-20	LRFP Amend	Paint 5 classrooms	\$ 7,500
19-20	LRFP Amend	Upgrade to LED lights (hallways)	\$ 10,000
19-20	LRFP Amend	Replace Tractor	\$ 25,000
19-20	LRFP Amend	Security Upgrades	\$ 20,000
19-20	LRFP Amend	Replace well pump	\$ 5,000
20-21	LRFP Amend	Remove Asbestos tile in 4 classrooms (1973 wing)	\$ 75,000
20-21	LRFP Amend	Remove Asbestos pipe covering	\$ 25,000
20-21	LRFP Amend	Replace Water Fountains (8)	\$ 15,000
20-21	LRFP Amend	Repair, Seal and Line Parking Lots	\$ 20,000
20-21	LRFP Amend	Upgrade 1931 Boys & Girls Bathrooms	\$ 50,000
20-21	LRFP Amend	Paint 5 classrooms	\$ 7,500
20-21	LRFP Amend	Security Upgrades	\$ 20,000
20-21	LRFP Amend	Replace roof 1999 addition (gym & stage section)	\$200,000
21-22	LRFP Amend	Remodel 1956 student bathrooms	\$ 50,000
21-22	LRFP Amend	Install drop ceiling in Cafeteria; ceiling heat & duct work	\$ 25,000
21-22	LRFP Amend	Paint 5 classrooms	\$ 7,500
21-22	LRFP Amend	Security Upgrades	\$ 20,000
21-22	LRFP Amend	Replace 1999 addition roof (less gym & stage section)	\$450,000
22-23	LRFP Amend	Upgrade 1973 Boys' & Girls' Bathrooms	\$ 50,000
22-23	LRFP Amend	Paint Main Offices & Nurses Suite	\$ 10,000
22-23	LRFP Amend	Add Playground Equipment	\$ 15,000
22-23	LRFP Amend	Paint 5 classrooms	\$ 7,500
22-23	LRFP Amend	Security Upgrades	\$ 20,000
<b>TOTAL:</b>			<b>\$ 1,332,000</b>

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**Block Motion – Buildings & Grounds - continued**

3. Approve the Maximum Capital Reserve Account Amount

To approve the maximum Capital Reserve amount of \$1,332,000 based on an October 22, 2018 analysis of the District's Five-Year Long Range Facility Plan as amended. White Township Board of Education has identified 36 projects in the amended five-year Long Range Facility Plan that have an estimated local cost of \$1,332,000. The maximum Capital Reserve amount of \$1,332,000 is equal to the current estimated local share of the projects. The White Township BOE Capital Reserve account balance is \$464,785 as of October 22, 2018.

4. Approve a Use of Facility

To approve a use of facility request from the White Township PTO for use of the cafeteria for a Halloween Dance on October 26, 2018.

**PUBLIC RELATIONS**

No updates.

**BHS BOARD MEMBER**

No updates.

**SHARED SERVICES LIAISON COMMITTEE**

No updates.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Panetta noted that the Christmas party will be held on December 13<sup>th</sup> at the Draught House and encouraged interested staff and board members to sign up to attend.

Ms. Lee discussed the current requirements for attainment of honor roll in the upper grades and asked if student progress could be better communicated to parents, by special area teachers, prior to the end of the marking period.

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to acknowledge receipt of no HIB investigations deemed HIB incidents since last meeting. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

Elizabeth Bayne provided an overview of the programs and services provided by Kwenyan Professional Health Services. Ms. Bayne noted Kwenyan provides intensive mental health and counseling services and are now serving Warren County out of their Phillipsburg office.

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**EXECUTIVE SESSION**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to convene to Executive Session at 7:17 p.m. to discuss negotiations and a student 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 negotiations 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. Nikolopoulos and seconded by Ms. Lee to adjourn the Executive Session at 7:54 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**ADJOURNMENT**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to adjourn the meeting at 7:55 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary