

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**OCTOBER 25, 2021**

**6:30 PM**

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township School Gym, Belvidere, NJ. The meeting was a hybrid meeting which allowed members of the public to participate virtually. The following members of the Board were in attendance at roll call: Mr. Havlusch, Ms. Howell, Ms. Nusser-Meany, Mrs. Smith, Mrs. Sroka, and Mr. Panetta. Mr. Thompson, CSA was also in attendance as well as three members of the public (two in person and one via Google Meets). Mrs. Lensi, Mr. Murray, Mrs. Williams, and Mrs. Huff were unable to attend.

Mr. Panetta opened the meeting at 6:35 p.m. and stated that in accordance with the State's Sunshine Law, adequate notice of this meeting was provided and that copies of this notice, along with a meeting agenda, have been placed in the Board Office, posted on the District website, and sent to the Township Clerk, in accordance with the Open Public Meetings Act.

#### **CSA REPORT**

Mr. Thompson noted that things continue to go well. Mr. Thompson announced our October "Student of the Month" who was unable to attend tonight; she will attend in November and be presented with a certificate. Mr. Thompson gave an update on COVID-19, 8<sup>th</sup> grade fundraising, clubs starting back up (Jumpstart, Archery, and Drama), Junior National Honor Society, QSAC, Start Strong Assessments, and Educator of the Year nominations. Mr. Thompson reported on upcoming dates including Red Ribbon Week, Halloween Parade, Election Day, 8<sup>th</sup> grade Bake Sale, professional development for teachers, NJEA Convention with school closed November 4 & 5, upcoming parent teacher conferences, and Thanksgiving break.

#### **APPROVE SUBMISSION OF THE NJQSAC DISTRICT PERFORMANCE REVIEW**

A motion was made by Mr. Havlusch and seconded by Mrs. Sroka to approve the submission of the NJ Quality Single Accountability Continuum (NJQSAC) District Performance Review for the 2021-2022 school year. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **APPROVE MEETING MINUTES**

A motion was made by Mrs. Smith and seconded by Mr. Havlusch to approve the minutes as submitted from the September 27, 2021 Regular Session Meeting. Motion carried as follows: Ayes – 6 – Nays – 0, Abstentions – 0.

#### **CORRESPONDENCE & ANNOUNCEMENTS**

None

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

October 25, 2021

Page 2

### COMMITTEE REPORTS

#### PERSONNEL

Mr. Panetta provided a summary on the below items that were discussed at the meeting.

#### **Block Motion – Personnel**

A motion was made by Mr. Havlusch and seconded by Mrs. Sroka to approve the following agenda items #1 through #3. Motion carried as follows: Mr. Havlusch – yes, Ms. Howell – yes, Ms. Nusser-Meany – yes, Mrs. Smith – yes, Mrs. Sroka – yes, and Mr. Panetta – yes.

#### 1. Approve Extra-Curricular Activity Positions

To accept the recommendation of the CSA and approve staff for the following Extra-Curricular Activity Positions:

Bernadette Sissick	Jump Start (Asst)	Year 1	\$2,204
Joan Williams	Jump Start (Asst)	Year 10+	\$2,840
Stew Quinn	Archery	Year 5	\$2,626

#### 2. Approve Before/After-Care Staff

To approve Kathryn Cavitch as an additional staff member to supervise the before/after-care program at the rate of \$35/hour.

#### 3. Approve a Teacher Mentor

To approve Krista Schaarschmidt as a Novice Teacher Mentor for Kimberly Rosano for the 2021-2022 school year.

#### CURRICULUM

Ms. Nusser-Meany provided a summary on the below items that were discussed at the meeting.

#### **Block Motion – Curriculum**

A motion was made by Mr. Havlusch and seconded by Ms. Howell to approve the following agenda items #1 through #3. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### 1. Approve a Teacher Mentor Plan

To approve the White Township Teacher Mentor Plan for the 2021-2022 School Year.

#### 2. Approve a Professional Development Plan

To approve the White Township School District Professional Development Plan for the 2021-2022 School Year.

#### 3. Approve a Field Trip for Grade 8

To approve a field trip for approximately 27 grade 8 students to Belvidere High School, Belvidere, NJ on November 3, 2021 for high school orientation. The cost of the bus transportation is \$75.

#### OPERATIONS

Mr. Havlusch provided a summary on the below items that were discussed at the meeting.

#### **Block Motion – Operations**

A motion was made by Mr. Havlusch and seconded by Ms. Howell to approve the following agenda items #1 through #9. Motion carried as follows: Mr. Havlusch – yes, Ms. Howell – yes, Ms. Nusser-Meany – yes, Mrs. Smith – yes, Mrs. Sroka – yes, and Mr. Panetta – yes.

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

October 25, 2021

Page 3

### Block Motion – Operations - continued

1. Approve September 2021 Board Secretary’s Report and Treasurer’s Report

To approve, on the recommendation of the CSA, the acceptance of the monthly financial reports of the Board Secretary for the month of September 2021 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of September 2021, after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16-10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. As required by N.J.A.C. 6A:23A-16-10(c) 3, I, Dawn Huff, Board Secretary, hereby certify that no line account has been over expended as of September 30, 2021.

2. Approve October 2021 Bill List

To approve the payment of the October 2021 bills in the total amount of \$933,033.94 for all funds.

3. Approve Budget Transfers

To approve budget transfers for September 2021 in the amount of \$47,037.26.

4. Approve a Snow Removal Contractor for the 2021-2022 School Year

To approve Shoemaker & Lynch, Inc. for snow removal for the 2021-2022 school year at the following rates:

Salting	\$128 per hour
Salt per ton	\$145
Plowing	\$128 per hour

5. Approve the Comprehensive Maintenance Plan and M1 Form

To approve submission of the 2021-2022 Comprehensive Maintenance Plan and the accompanying M1 Form.

6. Approve the School Bus Emergency Evacuation Drill Report

To approve the school bus emergency evacuation drill report for October 14, 2021.

7. Approve an update to the District Five-Year Long Range Facility Plan (LRFP)

To approve an update to the district five-year LRFP to include the following 2022-2027 anticipated capital improvements/projects:

22-23	LRFP Amend	Replace roof 1999 addition (gym & stage sec.)	Project A	\$450,000
22-23	LRFP Amend	Replace flooring in 5 classrooms (1931 section)		\$ 25,000
22-23	LRFP Amend	Remove Carpet/Redesign Media Center		\$ 40,000
22-23	LRFP Amend	Replace HVAC - DDC controls		\$ 20,000
22-23	LRFP Amend	Security Upgrades		\$ 20,000
23-24	LRFP Amend	Resurface Parking Area on Route 519 side		\$ 40,000
23-24	LRFP Amend	Replace drop ceiling in 1956 & 1973 hallway		\$ 25,000
23-24	LRFP Amend	Replace Light Fixtures in 1956 & 1973 classrooms		\$ 20,000
23-24	LRFP Amend	Install drop ceiling in Cafeteria; ceiling heat & ductwork		\$ 25,000
23-24	LRFP Amend	Security Upgrades		\$ 20,000
24-25	LRFP Amend	Replace 1999 addition roof (less gym & stage)	Project B	\$900,000
24-25	LRFP Amend	Replace Tractor		\$ 25,000
24-25	LRFP Amend	Security Upgrades		\$ 20,000
25-26	LRFP Amend	Remove Asbestos tile in 4 classrooms (1973 wing)		\$ 75,000
25-26	LRFP Amend	Remove Asbestos pipe covering in 1956 bathroom		\$ 25,000

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

October 25, 2021

Page 4

### Block Motion – Operations - continued

25-26 LRFP Amend Remodel 1956 Student Bathrooms	\$ 50,000
25-26 LRFP Amend Upgrade 1931 Boys & Girls Bathrooms	\$ 50,000
25-26 LRFP Amend Replace well pump	\$ 10,000
25-26 LRFP Amend Install Lockers	\$ 10,000
25-26 LRFP Amend Install Lift – Grand Stairwell	\$ 20,000
25-26 LRFP Amend Security Upgrades	\$ 20,000
26-27 LRFP Amend Refinish hallway floor & install VC tile-1931 building	\$ 30,000
26-27 LRFP Amend Upgrade 1973 Boys & Girls Bathrooms	\$ 50,000
26-27 LRFP Amend Replace Roof-top HVAC unit (1) above office area	\$177,000
26-27 LRFP Amend Replace Roof-top HVAC units (3) above Gym roof	\$550,000
26-27 LRFP Amend Generator Upgrades	\$ 50,000
26-27 LRFP Amend Security Upgrades	\$ 20,000
TOTAL: \$ 2,767,000	

### 8. Approve the Maximum Capital Reserve Account Amount

To approve the maximum Capital Reserve amount of \$2,767,000 based on an October 25, 2021 analysis of the District's five-year Long Range Facility Plan project listing as amended. White Township Board of Education has identified 27 projects in the amended five-year Long Range Facility Plan that have an estimated local cost of \$2,767,000. The maximum Capital Reserve amount of \$2,767,000 is equal to the current estimated local share of the projects. The White Township Board of Education Capital Reserve account balance is \$1,095,885 as of October 25, 2021.

### 9. Approve Staff Travel

To approve the following staff travel:

- Erika Puskas to attend the "Fall Virtual Teacher Institute 2021" sponsored by the American Battlefield Trust, November 11-12, 2021. There is no cost for this virtual workshop.

## GOVERNANCE

Mr. Thompson provided a summary on the below items that were discussed at the meeting.

### Block Motion – Governance

A motion was made by Mrs. Smith and seconded by Mr. Havlusch to approve the following agenda items #1 through #17. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### 1. Approve a Second Reading of Policy #2422 – Comprehensive Health and Physical Education

To approve a second reading of policy #2422 – Comprehensive Health and Physical Education

#### 2. Approve a Second Reading of Policy #2467 – Surrogate Parents and Resource Family Parents

To approve a second reading of policy #2467 – Surrogate Parents and Resource Family Parents

#### 3. Approve a Second Reading of Policy #5111 – Eligibility of Resident/Nonresident Students

To approve a second reading of policy #5111 – Eligibility of Resident/Nonresident Students

#### 4. Approve a Second Reading of Policy #5116 – Education of Homeless Children

To approve a second reading of policy #5116 – Education of Homeless Children

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

October 25, 2021

Page 5

### Block Motion – Governance - continued

5. Approve a Second Reading of Policy & Regulation #7432 – Eye Protection

To approve a second reading of policy & regulation #7432 – Eye Protection

6. Approve a Second Reading of Policy #8420 – Emergency and Crisis Situations

To approve a second reading of policy #8420 – Emergency and Crisis Situations

7. Approve a Second Reading of Policy #8420.1 – Fire and Fire Drills

To approve a second reading of policy #8420.1 – Fire and Fire Drills

8. Approve a Second Reading of Policy #8540 – School Nutrition Programs

To approve a second reading of policy #8540 – School Nutrition Programs

9. Approve a Second Reading of Policy #8550 – Meal Charges/Outstanding Food Service Bill

To approve a second reading of policy #8550 – Meal Charges/Outstanding Food Service Bill

10. Approve a Second Reading of Policy #8600 – Student Transportation

To approve a second reading of policy #8600 – Student Transportation

11. Approve a Second Reading of Policy #6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs

To approve a second reading of policy #6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs

12. Approve a Second Reading of Policy #6115.02 – Federal Awards/Funds Internal Controls – Mandatory Disclosures

To approve a second reading of policy #6115.02 – Federal Awards/Funds Internal Controls – Mandatory Disclosures

13. Approve a Second Reading of Policy #6115.03 – Federal Awards/Funds Internal Controls – Conflict of Interest

To approve a second reading of policy #6115.03 – Federal Awards/Funds Internal Controls – Conflict of Interest

14. Approve a Second Reading of Policy #6311 – Contracts for Goods or Services Funded by Fed Grants

To approve a second reading of policy #6311 – Contracts for Goods or Services Funded by Federal Grants

15. Approve a Second Reading of Policy #1648.11 – The Road Forward COVID-19 – Health and Safety

To approve a second reading of policy #1648.11 – The Road Forward COVID-19 – Health and Safety

16. Approve an Emergency Virtual Instruction Program Plan

To approve the 2021-2022 Chapter 27 Emergency Virtual Instruction Program Plan

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**

**October 25, 2021**

**Page 6**

**Block Motion – Governance - continued**

17. Approve Memorandum of Agreement with the New Jersey State Police

To approve the Memorandum of Agreement with the New Jersey State Police for the 2021-2022 school year.

**BHS BOARD MEMBER**

Mrs. Williams was unable to attend and will provide an update for two months at the next meeting.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Panetta raised the topic of finding a consistent alternate location for Board of Education meetings so that the gym could be used by the students as well as by the Township. Locations discussed were: school library, school cafeteria, Municipal Building. It was agreed to use the Municipal Building. It was also agreed to continue having hybrid meetings to allow the public the flexibility of attending remotely. Board members are required to attend meetings in person.

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Sroka and seconded by Mrs. Smith to acknowledge receipt of no HIB investigations deemed HIB incidents since last meeting. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

Mrs. Gardella asked a question about an Operations Committee agenda item, the Governor's vaccine mandate, and Mr. Havlusch clarified it was for staff.

**ADJOURNMENT**

A motion was made by Mr. Havlusch and seconded by Ms. Howell to adjourn the meeting at 7:10 p.m. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary