

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**July 24, 2017**

**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. Rader, Mr. Panetta, Mrs. Nikolopoulos, Mrs. Williams, Mrs. Lensi, Mrs. Sroka and Mr. Orchard. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 4 members of the public. Ms. Lee was unable to attend.

Mr. Boehm opened the meeting at 6:33 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 Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the minutes as submitted from the June 26, 2017 Regular Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **BOARD GOAL SETTING**

Our NJSBA Field Services Representative, Kathy Helewa, reviewed board and district goal setting with the group. The group discussed goal language for the 2017-2018 school year and will approve Board and District Goals at the August meeting.

#### **CORRESPONDENCE & ANNOUNCEMENTS**

None

#### **COMMITTEE REPORTS**

#### **PERSONNEL**

##### **Block Motion – Personnel**

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

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

To approve a request from Stephanie Bolen to transfer on the salary guide from Step 9, BA+15 to Step 9, BA+30 at the new salary rate of \$61,000.

##### **2. Approve a Revised Job Description**

To approve a revised job description for the Business Office Assistant.

## WHITE TOWNSHIP BOARD OF EDUCATION

### Regular Session Minutes

July 24, 2017

Page 2

#### Block Motion – Personnel - continued

3. Approve Extra Coverage

To approve the use of Paraprofessionals, Joan Williams, Kathryn Cavitch, Kristen McDonald, Julia Dorward, Nancy Kling and Tara Betancourt for extra hours of coverage, assigned and approved by the Principal. Paraprofessionals to be paid at their contracted hourly wage.

4. Approve a Revised Job Description

To approve a revised job description for Cafeteria Aide.

5. Approve a Transfer on the Salary Guide

To approve a request from Crystal Garvey to transfer on the salary guide from Step 14, BA+15 to Step 14, BA+30 at the new salary rate of \$64,440.

#### TRANSPORTATION

No update.

#### POLICY

##### Block Motion – Policy

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Orchard to approve the following agenda items #1 through # 14. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy and Regulation #1240 – Evaluation of Superintendent

To approve a second reading of policy and regulation #1240 – Evaluation of Superintendent

2. Approve a Second Reading of Policy #1511 – Board of Education Website Accessibility

To approve a second reading of policy #1511 – Board of Education Website Accessibility

3. Approve a Second Reading of Policy and Regulation #3126 – District Mentoring Program

To approve a second reading of policy and regulation #3126 – District Mentoring Program

4. Approve a Second Reading of Policy and Regulation #3221 – Evaluation of Teachers

To approve a second reading of policy and regulation #3221 – Evaluation of Teachers

5. Approve a Second Reading of Policy and Regulation #3222 – Evaluation of Administrators, Excluding Principals, and Assistant Principals

To approve a second reading of policy and regulation #3222 – Evaluation of Administrators, Excluding Principals, and Assistant Principals

6. Approve a Second Reading of Policy and Regulation #3223 – Evaluation of Administrators, Excluding Vice Principals, and Assistant Principals

To approve a second reading of policy and regulation #3223 – Evaluation of Administrators, Excluding Vice Principals, and Assistant Principals

## WHITE TOWNSHIP BOARD OF EDUCATION

### Regular Session Minutes

July 24, 2017

Page 3

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

7. Approve a Second Reading of Policy and Regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals

To approve a second reading of policy and regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals

8. Approve a Second Reading of Policy and Regulation #3240 – Professional Development for Teachers and School Leaders

To approve a second reading of policy and regulation #3240 – Professional Development for Teachers and School Leaders

9. Approve a Second Reading of Policy and Regulation #5610 – Suspension

To approve a second reading of policy and regulation #5610 – Suspension

10. Approve a Second Reading of Policy #5620 – Expulsion

To approve a second reading of policy #5620 – Expulsion

11. Approve a Second Reading of Policy and Regulation #7424 – Bed Bugs

To approve a second reading of policy and regulation #7424 – Bed Bugs

12. Approve a Second Reading of Policy #7461 – District Sustainability Policy

To approve a second reading of policy #7461 – District Sustainability Policy

13. Approve a Second Reading of Policy #8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods

To approve a second reading of policy #8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods

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

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

#### **FINANCE**

Mrs. Huff discussed the recent notification that our state aid allocation from the State for the 2017-2018 school year has been reduced by \$34,962. Mrs. Huff explained the two options for dealing with the loss of revenue and the Board agreed to appropriate general fund excess surplus. Mrs. Huff cautioned the group that the district currently receives a large amount of adjustment aid and she believes that we will lose this in the next few years.

#### **Block Motion – Finance**

A motion was made by Mrs. Sroka and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through #9 and the additional motion #10. Motion carried as follows: Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – yes.

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**

**July 24, 2017**

**Page 4**

**Block Motion – Finance - continued**

1. Approve Final June 2017 Bills List

To approve the final June 2017 Bills List in the total amount of \$295,965.24 for expenditures from June 27 through June 30, 2017 for all funds.

2. Approve July 2017 Bills

To approve the payment of the July 2017 bills in the amount of \$129,163.50 for all funds.

3. Approve June 2017 Cafeteria Bills

To approve the payment of the June 2017 Cafeteria bills in the amount of \$3,694.79.

4. Approve Budget Transfers

To approve budget transfers for June 2017 in the amount of \$27,913.85.

5. Approve Submission of the FY2018 IDEA Consolidated Grant Application and Accept the Grant Award

To approve submission of the FY2018 IDEA consolidated grant application and accept the grant award as follows:

IDEA Basic	\$ 91,393.	OOD Tuition
IDEA Preschool	\$ 5,118.	Preschool Para Salary/Benefits–Betancourt (.51 FTE)

6. Approve a Resolution to Renew Membership with New Jersey Schools Insurance Group Educational Risk & Insurance Consortium

WHEREAS, NJSA 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the NJSIG is a joint insurance fund authorized by NJSA 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the White Township Board of Education, herein after referred to as the “Educational Institution” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institute desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This agreement is made by and between NJSIG and the Educational Institution;

2. The Education Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to NJSA 18A:18B-3(a), for a period of three years, beginning on July 1, 2017 and ending July 1, 2020 at 12:01 a.m.;

In consideration of membership in NJSIG, the Education Institute agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. Be execution hereof the full faith and credit of the Education Institution is

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

July 24, 2017

Page 5

### Block Motion – Finance - continued

1. pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute of regulation;
2. The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
3. NJSIG shall establish and maintain Trust Accounts in accordance with NJSA 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
4. By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
5. The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
6. The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership including, but not limited to, the NJSIG's Plan of Risk Management;
7. The Educational Institution, under its obligations as a member of NJSIG, agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
8. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
9. The Business Administrator is hereby authorized, in accordance with the Public School Contracts Law, NJSA 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
10. The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Renew Membership to NJSIG.

### 7. Approve a Request to Provide Services with the Commission for the Blind and Visually Impaired

To approve a request to provide services contract with the Commission for the Blind and Visually Impaired for one student (ID#6003449155) for Education Level 2 services for the 2017-2018 school year at a cost of \$4,500.

### 8. Approve a Request to Provide Services with the Commission for the Blind and Visually Impaired

To approve a request to provide services contract with the Commission for the Blind and Visually Impaired for one student (ID#6419827301) for Education Level 1 services for the 2017-2018 school year at a cost of \$1,900.

## **WHITE TOWNSHIP BOARD OF EDUCATION**

### **Regular Session Minutes**

**July 24, 2017**

**Page 6**

#### **Block Motion – Finance - continued**

##### **9. Approve Staff Travel**

To approve the following staff travel:

- Michele Laubach, Rebecca Dionne, Pat Sypniewski and Courtney Pignataro to attend Orton Gillingham Comprehensive Training August 14-18, 2017 at the White Township School. The cost per attendee is \$950.

##### **10. Approve the Use of General Fund Surplus to Replace a Reduction in State Aid**

To approve the use of \$34,962 of general fund surplus to maintain the 2017-2018 budgeted appropriations due to the reduction in district's state aid allocation for the 2017-2018 school year.

#### **CURRICULUM**

No update.

#### **BUILDINGS & GROUNDS**

Mrs. Nikolopoulos noted ongoing issues with the sidewalk work that was done last summer. Mr. Hartung will reach out to the contractor before the warranty on the work expires. The main office project is on schedule. Mrs. Nikolopoulos also discussed repair work that needs to be scheduled for the damaged Belgium blocks, sinking asphalt in an area in the rear parking lot and gutter work.

#### **Motion – Buildings and Grounds**

A motion was made by Mrs. Sroka and seconded by Mr. Orchard to approve the following agenda item #1. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

##### **1. Approve a Use of Facility Request from Work Family Connection**

To approve a use of facility request from Work Family Connection for use of the cafeteria for their Before and After Care Program for the 2017-2018 school year.

#### **PUBLIC RELATIONS**

No update.

#### **BHS BOARD MEMBER**

No update.

#### **SHARED SERVICES LIAISON COMMITTEE**

Mr. Boehm noted that the shared services committee met with representatives from Hope to explore possibilities down the road with no absolute resolution and that the group will continue to explore options moving forward.

#### **GOALS & OBJECTIVES**

No updates.

#### **OLD BUSINESS**

None

## **WHITE TOWNSHIP BOARD OF EDUCATION**

### **Regular Session Minutes**

**July 24, 2017**

**Page 7**

Mr. Slattery noted that he had not yet received his evaluation from the group and would need to review the document before discussing it in Executive Session with the group. Mr. Boehm encouraged members who hadn't already done so to finish up the evaluation.

### **EXECUTIVE SESSION**

~~A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to convene to Executive Session at \_\_\_\_\_ to discuss the CSA evaluation and merit goals.~~

~~Be it resolved by the White Township Board of Education that it shall meet in closed session this evening to discuss the CSA evaluation and merit goals.~~

~~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 \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the Executive Session at \_\_\_\_\_.~~

Mr. Slattery reviewed evidence to support completion of his 2016-2017 merit goals with the group.

#### **• APPROVE COMPLETION OF 2016-2017 SUPERINTENDENT MERIT GOALS**

A motion was made by Mr. Rader and seconded by Mrs. Nikolopoulos to acknowledge successful completion of Qualitative Goal #1 – Adoption of security upgrades for the 2017-2018 school year and approve payment of \$2,900, contingent on review and approval by the County Office of Education. Motion carried as follows: Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – yes.

A motion was made by Mr. Rader and seconded by Mrs. Nikolopoulos to acknowledge successful completion of Qualitative Goal #2 – Explore Shared Service opportunities within the district and the Belvidere cluster and approve payment of \$2,900, contingent on review and approval by the County Office of Education. Motion carried as follows: Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – yes.

### **NEW BUSINESS**

Mr. Slattery noted that we'll have final goal language on August's agenda for approval.

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

A motion was made by Mr. Panetta and seconded by Mrs. Nikolopoulos to approve the Superintendent's Report for the period June 19 – July 21, 2017. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### **APPROVE THE BI-ANNUAL BOE REPORT ON VIOLENCE, VANDALISM AND HIB**

A motion was made by Mr. Panetta and seconded by Mrs. Nikolopoulos to approve the Bi-Annual Report on Violence, Vandalism, and HIB for the reporting period January 1 – June 30, 2017. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**

**July 24, 2017**

**Page 8**

**OPEN PUBLIC COMMENT**

Mrs. Ackerman asked for clarification on rumors she's heard that third grade classes will be combined and co-taught. Mrs. Ackerman noted that she is not a fan of laying off teachers and, if we aren't going to do that, why not keep the classes separate. She feels that teachers have different teaching styles and a co-teaching situation could be disruptive to learning.

Mrs. Ackerman noted that there was confusion about the schedule for Back-to-School Night and wondered when parents would be notified of the plan for the event.

Mrs. Ackerman expressed concern about a plan to utilize one of the cafeteria aides to help with the serving line leaving student supervision to one person. Mr. Slattery noted that any changes to the duties will still allow for effective supervision of students in the cafeteria.

**ADJOURNMENT**

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Orchard to adjourn the meeting at 9:30 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary