

**WHITE TOWNSHIP BOARD OF EDUCATION**

**REGULAR SESSION MEETING**

**MINUTES**

**MONDAY**

**JUNE 24, 2019**

**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. Panetta, Ms. Howell, Mrs. Sroka, Mrs. Smith, Mrs. Nikolopoulos and Ms. Lee. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance. Ms. Nusser-Meany and Mrs. Williams were unable to attend.

Ms. Lee 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.

**CSA REPORT**

Mr. Thompson reported on year-end activities including the 8<sup>th</sup> grade DC trip, 8<sup>th</sup> grade promotion, and Field Day. Mr. Thompson noted that he'll be reviewing policies and procedures for cell phone use, the dress code, and attendance for the upcoming school year. Mr. Thompson noted he'll begin gathering data on different ways the group could engage in strategic planning for the district.

**ACCEPT THE NJQSAC PLACEMENT CONTINUUM**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to accept the 2018-2019 New Jersey Quality Single Accountability Continuum (NJQSAC) placement scores as follows:

Instruction and Program	86%
Fiscal Management	96%
Governance	87%
Operations	93%
Personnel	89%

and note that these placement results have satisfied the weighted indicators in each of the five areas of the NJQSAC review and White Township School District has been designated as "high performing". Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**APPROVE MEETING MINUTES**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the minutes as submitted from the May 20, 2019 Regular Session Meeting and Executive Session and the June 18, 2019 Special Session Meeting. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

None

**COMMITTEE REPORTS**

**PERSONNEL**

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### Block Motion – Personnel

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the following agenda items #1 through #7. Motion carried as follows: Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Smith – yes, Mrs. Nikolopoulos – yes, Ms. Lee - yes and Mr. Panetta - yes.

1. Approve the Attendance Officer

To approve William Thompson as the Attendance Officer for the 2019-2020 school year.

2. Approve the HIB Coordinator

To approve William Thompson as the HIB Coordinator for the 2019-2020 school year.

3. Approve the Affirmative Action Officer

To approve William Thompson as the Affirmative Action Officer for the 2019-2020 school year.

4. Approve ESY Staff

To accept the recommendation of the CSA to approve the following staff for the ESY program as follows:

Lisa Rosano	Special Ed Teacher	\$51.42/hour * - not to exceed 3.5 hours/day
Allyson Evans	Special Ed Teacher	\$52.75/hour * - not to exceed 3.5 hours/day
Rebecca Dionne	Special Ed Teacher	\$46.14/hour * - not to exceed 3.5 hours/day
Michelle Finamore	Nurse	\$85/day
Marisa Ketchem	Paraprofessional	\$13.86/hour * - not to exceed 3 hours/day
Courtney Pignataro	Speech	\$44.84/hour – to meet the ESY needs

**\*Step and salary remain at the 2018-2019 rate until settlement of the WTEA contract agreement.**

5. Approve ESY Nurse Substitutes

To accept the recommendation of the CSA to approve Jane Hingos and Patricia Titus if needed as substitute nurse for the 2019 ESY program at \$85/day.

6. Approve a Transfer on the Salary Guide

To approve a request from Anthony Marinelli to transfer on the salary guide from Step 5, BA+15 to Step 5, MA at the new salary rate of \$59,985.\*

**\*Salary remains at the 2018-2019 rate until settlement of the WTEA contract agreement.**

7. Approve Special Counsel Services

To approve a proposal from Purcell, Mulcahy and Flanagan for special counsel services as needed at the rate of \$175 per hour.

## TRANSPORTATION

### Motion – Transportation

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

1. Approve the 2019-2020 Student Transportation Contract Renewal with Garden State Transport

To approve the 2019-2020 Student Transportation Contract Renewal with Garden State Transport for the 2019-2020 school year for the following routes:

Route #	# of students	Route Cost	Destination
1E	40	\$ 23,841.70	White Township School
2E	50	\$ 23,841.70	White Township School

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### Motion – Transportation - continued

3E	47	\$ 23,841.70	White Township School
4E	44	\$ 23,841.70	White Township School
7E	47	\$ 27,656.35	White Township School
10E	31	\$ 25,749.01	White Township School
HS1	29	\$ 21,934.37	Belvidere High School
HS3	33	\$ 34,350.76	Belvidere High School
HS7	43	\$ 29,406.41	Belvidere High School
HS9	24	\$ 21,934.36	Belvidere High School
Total cost for all routes:		\$256,398.06	(1.45% renewal rate increase over 2018-2019)

## POLICY

### Block Motion – Policy

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

1. Approve the 2007 Danielson Evaluation Model

To approve the 2007 Danielson Evaluation Model

2. Authorize the Affirmative Action Team to Develop a Comprehensive Equity Plan

To authorize the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan.

3. Approve the Submission of a Three Year (2019-2022) Comprehensive Equity Plan

To approve the submission of a Three Year (2019-2022) Comprehensive Equity Plan for the White Township School District.

4. Approve Submission of a Statement of Assurance

To approve the submission of a Statement of Assurance for the 2019-2020 Comprehensive Equity Plan.

## FINANCE

Mrs. Sroka noted the Committee met to review use of anticipated year-end surplus monies. The recommendation of the Committee is to deposit into the tuition reserve and capital reserve accounts and leave the rest of the funds for excess to be applied as a revenue source in the 2020-2021 budget. Mrs. Sroka noted that this will replenish the reserve accounts to keep us sustainable and allow us to continue to provide our students with quality programs and facilities, and remain financially responsible to our taxpayers.

### Block Motion – Finance

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to approve the following agenda items #1 through #17. Motion carried as follows: Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Smith – yes, Mrs. Nikolopoulos – yes, Ms. Lee – yes and Mr. Panetta – yes.

1. Approve May 2019 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 May 2019 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of May 2019, after review of the

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

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 May 31, 2019.

#### 2. Approve June 2019 Bill List

To approve the payment of the June 2019 bills in the total amount of \$1,233,058.59 for all funds.

#### 3. Approve May 2019 Cafeteria Bills

To approve the payment of the May 2019 Cafeteria bills in the amount of \$15,928.88.

#### 4. Approve Budget Transfers

To approve budget transfers for May 2019 in the amount of \$79,769.14.

#### 5. Approval to Pay Carryover 2018-2019 Bills Prior to July Board of Education Meeting

To authorize the Business Administrator to pay carryover bills from fiscal year 2018-2019 that may be received in late June and July 2019 prior to the July 22, 2019 Board of Education meeting, said bills to be submitted for final approval at the July 22, 2019 regular meeting.

#### 6. Approval to Transfer Current Surplus Funds to Tuition Reserve Account

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into a Tuition Reserve account at year end, and

WHEREAS, the White Township Board of Education has determined that an amount not to exceed \$125,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the White Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

#### 7. Approval to Transfer Current Surplus Funds to Capital Reserve Account

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the White Township Board of Education has determined that an amount not to exceed \$75,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the White Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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### Block Motion – Finance - continued

8. Approve a Tuition Contract with Allegro School

To approve a tuition contract with Allegro School for one student (ID#6955332929) to attend for the period July 1, 2019 – June 30, 2020 at a total tuition cost of \$111,300.

9. Approve the Lunch Prices for the 2019-2020 School Year

To approve the lunch prices for the 2019-2020 school year as follows:

Student Lunch	\$3.00
Adult Lunch	\$3.75

10. Approve a Tuition Contract with Shepard School

To approve a tuition contract agreement for one student (ID#4389886258) to attend Shepard School for the 2019-2020 school year at a tuition rate of \$57,485.79.

11. Approve Staff Travel

To approve the following staff travel:

- Justine Mahon to attend the 28<sup>th</sup> Annual NJAAP School Health Conference on October 16, 2019 from 7:00 a.m. – 3:30 p.m. in Somerset, NJ. The cost of the conference is \$175 and mileage reimbursement not to exceed \$20.

12. Approve a Tuition Contract Agreement

To approve a tuition contract with Oxford Township Board of Education for one student #5404077684 to attend the 2019 ESY program for a tuition amount of \$1,721 and cost of the personal aide \$2,560.

13. Approve a Tuition Contract Agreement

To approve a tuition contract with Oxford Township Board of Education for one student #5404077684 to attend for the 2019-2020 school year for a tuition rate of \$20,723 and cost of the personal aide \$24,381.

14. Approve a Tuition Contract with Academy 360 – Lower School

To approve a tuition contract with Academy 360 – Lower School, a program of Spectrum 360, for one student (SID#9249311861) to attend at a tuition rate of \$8,674.68 for July – August 2019.

15. Approve a Tuition Contract with Academy 360 – Upper School

To approve a tuition contract with Academy 360 – Upper School, a program of Spectrum 360, for one student (SID#9249311861) to attend at a tuition rate of \$77,381.84 for the 2019-2020 school year.

16. Approve a Contract for Physical Therapy Services

To approve a contract with Allison M. Peck, P.T. for the purpose of providing physical therapy services at the rate of \$85/hour for the period July 1, 2019 – August 30, 2019.

17. Approve a Contractual Agreement for Occupational Therapy Services

To approve a contract with Kathleen DiFebo, OTR/L for the provision of Occupational Therapy Services at the rate of \$78/hour for the period July 1, 2019 – August 30, 2019.

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## **CURRICULUM**

### **Block Motion – Curriculum**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to approve the following agenda items #1 through #2. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve an Inclusive Preschool Program

To approve an inclusive preschool program at a tuition rate of \$2,600 for the 2019-2020 school year.

2. Approve a Field Trip

To approve a field trip for approximately 48 grades 5-8 choral students to perform at Warren County Farmer's Fair on August 1, 2019. There is no cost associated with this field trip.

## **BUILDINGS & GROUNDS**

Mr. Panetta noted the Committee met and discussed capital projects, the LENS security project and classroom floor replacement planned for the summer, as well as projects that will be completed the end of June, with year-end monies, including the replacement of water fountains, painting roof top units, and hallway floor tile replacement. Mr. Panetta further reported that the Committee also discussed updating the Long-Range Facility project listing and a proposed Girl Scout planter project.

### **Motion – Buildings & Grounds**

A motion was made by Ms. Howell and seconded by Ms. Lee to approve the following agenda item #1. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve a Use of Facility Request

To approve a request from the incoming 8<sup>th</sup> grade class to use the parking lot for a car wash on July 14, August 4, and September 8, 2019.

## **PUBLIC RELATIONS**

No report.

## **BHS BOARD MEMBER**

No report.

## **SHARED SERVICES LIAISON COMMITTEE**

### **Motion – Shared Services**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following agenda item #1. Motion carried as follows: Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Smith - yes, Mrs. Nikolopoulos - yes, Ms. Lee - yes and Mr. Panetta - yes.

1. Approve the Cost of the Shared Service Agreement for Business Administrator Services

To approve the cost of the shared service agreement with Hope Township Board of Education for Business Administrator services at \$84,627 for the 2019-2020 school year.

## **OLD BUSINESS**

Mrs. Huff reminded everyone that that nominating petitions for School Board Member candidates must be filed with the Warren County Clerk by 4:00 p.m. on July 29, 2019.

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#### **NEW BUSINESS**

##### **•Accept a Board Member Resignation**

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to accept the resignation of Board Member, Michele Lee, effective July 23, 2019. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 1 (Ms. Lee).

#### **ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

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

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

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the Bi-Annual Report on Violence, Vandalism and HIB for the reporting period January 1 – June 30, 2019. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **EXECUTIVE SESSION #1**

A motion was made by Mrs. Lensi and seconded by Ms. Howell to convene to Executive Session at 7:22 p.m. to discuss negotiations. 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.

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. Sroka and seconded by Mrs. Lensi to adjourn the Executive Session at 7:47 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

#### **APPROVE A MEMORANDUM OF AGREEMENT**

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to approve a Memorandum of Agreement between the White Township Board of Education and the White Township Education Association for a 3 year successor agreement, 2019 – 2022. Motion carried as follows: Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Smith - yes, Mrs. Nikolopoulos - yes, Ms. Lee – abstain, and Mr. Panetta - yes.

#### **EXECUTIVE SESSION #2**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to convene to Executive Session at 7:59 p.m. to discuss the CSA evaluation. 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 the CSA evaluation.

The board will publicly disclose information pertaining to the topics discussed as soon thereafter and once the reasons for non-disclosure no longer exist.

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**EXECUTIVE SESSION #2 - continued**

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. Lensi and seconded by Mrs. Sroka to adjourn the Executive Session at 8:22 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Ms. Lee to adjourn the meeting at 8:23 p.m.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary