

**WHITE TOWNSHIP BOARD OF EDUCATION**  
**REORGANIZATION AND REGULAR SESSION MEETING**

**MINUTES**

**MONDAY**

**MAY 24, 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 with the following members in attendance at roll call: Mr. Panetta, Mr. Havlusch, Ms. Howell, Mr. Murray, Mrs. Lensi, Ms. Nusser-Meany, Mrs. Smith and Mrs. Williams. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as seven members of the public. Mrs. Sroka was unable to attend.

Mr. Panetta opened the meeting at 6:34 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 recognized our May "Student of the Month" and presented her with a certificate. Mr. Thompson discussed 8<sup>th</sup> grade year-end activities including in-person graduation, the Hersheypark trip and a dance. Mr. Thompson noted we will hold a Summer Academy, in-house, for first through fifth grade students, and a program will be held at Belvidere for any grade 6<sup>th</sup>-8<sup>th</sup> grade students that may be interested. Mr. Thompson thanked and applauded the entire school community for how well they have continued instruction for our students during this pandemic.

**APPROVE MEETING MINUTES**

A motion was made by Mr. Murray and seconded by Mrs. Lensi to approve the minutes as submitted from the April 26, 2021 Regular Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**CORRESPONDENCE & ANNOUNCEMENTS**

None

**Reappointment Block Motion**

A motion was made by Ms. Nusser-Meany and seconded by Mrs. Lensi to approve the following reappointment motions #1 through #30 for the 2021-2022 school year. Motion carried as follows: Mr. Havlusch – yes, Ms. Howell – yes, Mr. Murray – yes, Mrs. Lensi – yes, Ms. Nusser-Meany – yes, Mr. Panetta – yes, Mrs. Smith – yes, and Mrs. Williams – yes.

1. Adopt the present Board Bylaws, Policies and Regulations

To adopt the present Board Bylaws, Policies and Regulations.

2. Approve the Permitted Student Records

To approve per N.J.A.C. 6:3-6.3 the compilation of state mandated and permitted student records for the purpose of promoting the educational welfare of the student including general student information, record of attendance, description of student progress, history and status of student health, and any other records required by the State Board of Education.

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**Reappointment Block Motion - continued**

3. Approve/Readopt Existing District School Office and Business Office Forms in Use

To approve/readopt all existing district school office and business office forms currently in use.

4. Adopt the Code of Ethics

To adopt the code of ethics as approved by NJSBA.

5. Appoint the Business Administrator/Board Secretary

To appoint Dawn Huff as Business Administrator/Board Secretary.

6. Approve the Board Auditor

To approve Ardito & Co, LLC as the District Auditor.

7. Approve the Board Attorney

To approve John B. Comegno, II, Comegno Law Group as Board Attorney.

8. Approve the Architect of Record

To approve Parette Somjen Architects as Architect of Record.

9. Approve the Insurance Agent of Record

To approve the professional services of Brown & Brown Insurance as the Insurance Agent of Record.

10. Approve the Payroll Service

To approve the professional services of R & L Data Centers, Inc. as the payroll service provider.

11. Approve the Depository of School Monies

To approve First Hope Bank as the depository for school district monies.

12. Designate the Official Newspapers

To designate The Express-Times, the NJ Herald, The Star Ledger and The Star Gazette as the official newspapers to receive notifications of meetings as required by the Open Public Meetings Act.

13. Appoint the Records Custodian for Public Records

To appoint Dawn Huff as the Custodian of Public Records for the district.

14. Appoint the Qualified Purchasing Agent for the District

To assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to the Business Administrator, Dawn Huff, and to set the bid threshold for the 2021-2022 school year at \$44,000 as allowed by law and to approve competitive quotations for amounts over \$6,000.

15. Approve the Public Agency Compliance Officer (PACO)

To approve the Business Administrator, Dawn Huff, as the Public Agency Compliance Officer to be the liaison official and to have the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

16. Approve Renewal of School Policy Alerting Service with Strauss-Esmay Associates

To approve renewal of the professional services subscription with Strauss-Esmay Associates to provide policy alert and support services.

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**Reappointment Block Motion - continued**

17. Appoint the Integrated Pest Management Coordinator

To appoint David Hartung as the Integrated Pest Management Coordinator.

18. Appoint the Right to Know Officer/AHERA Representative

To appoint David Hartung as the Right to Know Officer/AHERA Representative.

19. Designate Signers for the Bank Accounts

To designate the Board President, CSA and Business Administrator as authorized signers on the Payroll Account, General Custodial Account, Payroll Agency Account and the Cafeteria Account.

20. Authorize Line Item Transfers

To authorize the CSA and Business Administrator to perform necessary line item transfers between Board of Education meetings to be followed by Board approval at the next regular Board meeting.

21. Approve Substitute Rates

To approve the following substitute rates for the 2021-2022 school year:

Teacher	\$ 90 / day
Nurse	\$ 150 / day
Custodian	\$ 13 / hour
Custodian (w/black seal)	\$ 15 / hour
Teacher Aide	\$ 13 / hour
Cafeteria Aide	\$ 13 / hour

22. Set Tuition Rates for the 2021-2022 School Year

To approve the tuition rates for out-of-district students to attend White Township School as follows:

Kindergarten	\$14,500
Grades 1-5	\$18,000
Grades 6-8	\$20,000

23. Approve the Rate for Home Instruction

To approve the rate for home instruction at \$35/hour.

24. Approve Travel for the CSA and Business Administrator

To approve travel expenditures for the CSA and Business Administrator to attend training programs, seminars, workshops, and monthly Association meetings.

25. Approve the Indoor Air Quality Officer

To approve David Hartung as the Indoor Air Quality Officer.

26. Approve a 504 Compliance Officer

To approve William Thompson as the 504 Compliance Officer.

27. Approve the HIB Specialist

To approve Stephanie Quinn as the HIB Specialist.

28. Approve the Attendance Officer

To approve William Thompson as the Attendance Officer.

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**Reappointment Block Motion - continued**

29. Approve the HIB Coordinator

To approve William Thompson as the HIB Coordinator.

30. Approve the Affirmative Action Officer

To approve William Thompson as the Affirmative Action Officer.

**COMMITTEE REPORTS**

**PERSONNEL**

**Block Motion – Personnel**

A motion was made by Mrs. Lensi and seconded by Mr. Murray to approve the following agenda items #1 through #8. Motion carried as follows: Mr. Havlusch – yes, Ms. Howell – yes, Mr. Murray – yes, Mrs. Lensi – yes, Ms. Nusser-Meany – yes, Mr. Panetta – yes, Mrs. Smith – yes, and Mrs. Williams – yes.

1. Approve a School Secretary

To accept the recommendation of the CSA to retain Ingrid Scott as the School Secretary for the 2021-2022 school year at an annual salary (12 months) of \$50,045.

2. Approve a Part-Time General Secretary

To accept the recommendation of the CSA to retain Kathryn Cavitch as the part-time General Secretary for the 2021-2022 school year, 25 hours per week, at \$18.00/hour (12 months).

3. Approve a Part-Time Business Office Assistant

To accept the recommendation of the CSA to retain Kimberly Wagner as a part-time Business Office Assistant for the 2021-2022 school year at an annual salary (12 months) of \$16,590.

4. Approve a Head Custodian

To accept the recommendation of the CSA to retain David Hartung as a Head Custodian for the 2021-2022 school year at an annual salary (12 months) of \$70,080.

5. Approve a Custodian

To accept the recommendation of the CSA to retain Harry Garlick as a Custodian for the 2021-2022 school year at an annual salary (12 months) of \$46,058.

6. Approve a Custodian

To accept the recommendation of the CSA to retain Frank Hoyt as a Custodian for the 2021-2022 school year at an annual salary (12 months) of \$52,178.

7. Approve an Elementary Teacher

To accept the recommendation of the CSA to approve Kimberly Rosano as an Elementary Teacher, BA+15, Step 2, at the salary rate of \$55,540 for the 2021-2022 school year, pending receipt of criminal history and Chapter 5 paperwork.

8. Approve a Special Education Teacher

To accept the recommendation of the CSA to approve Adrean Amador as a Special Education Teacher, MA, Step 4, at the salary rate of \$61,735 for the 2021-2022 school year, pending receipt of criminal history and Chapter 5 paperwork.

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**CURRICULUM**

Ms. Nusser-Meany noted the LinkIt! testing will be completed soon and the test results will then be shared with parents.

**Block Motion – Curriculum**

A motion was made by Mr. Murray and seconded by Mrs. Lensi to approve the following agenda items #1 through #2. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Field Trip for Grade 8

To approve a field trip for approximately 31 grade 8 students to Hershey Park, Hershey, PA on May 27, 2021. The cost per student is \$50 and the cost of the bus transportation is \$610.

2. Approve a Field Trip for Grade 8

To approve a field trip for approximately 31 grade 8 students to Oakwood Lanes, Washington, NJ on June 15, 2021. The cost of the bus transportation is \$160.

**OPERATIONS**

Mr. Havlusch noted the Committee met and reviewed the completion of the playground, the school re-opening plan, the status of the feasibility plan, plans for use of year-end funds, and plans for federal grant funds.

**Block Motion – Operations**

A motion was made by Mrs. Lensi and seconded by Mr. Murray to approve the following agenda items #1 through #10. Motion carried as follows: Mr. Havlusch – yes, Ms. Howell – yes, Mr. Murray – yes, Mrs. Lensi – yes, Ms. Nusser-Meany – yes, Mr. Panetta – yes, Mrs. Smith – yes, and Mrs. Williams – yes.

1. Approve April 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 April 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 April 30, 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 April 30, 2021.

2. Approve May 2021 Bill List

To approve the payment of the May 2021 bills in the total amount of \$811,064.68 for all funds.

3. Approve Budget Transfers

To approve budget transfers for April 2021 in the amount of \$67,000.

4. Approve the Report of Awarded Contracts

To approve the Report of Awarded Contracts

5. Approve the School Bus Emergency Evacuation Drill Report

To approve the school bus emergency evacuation drill report for April 30, 2021.

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**Block Motion – Operations - continued**

6. Approve Renewal of the Consolidation of School Nutrition Programs

To approve renewal of the Consolidation of School Nutrition Programs with Hope Township School.

7. Approve the Renewal of the Food Service Management Contract (FSMC) for the 2021-2022 School Year

BE IT RESOLVED THAT THE BOARD OF EDUCATION of White Township, upon recommendation of the CSA and Business Administrator, approves the renewal of the FSMC year contract with Maschio's Food Services, Inc. for the 2021-2022 school year:

- White Township shall pay Maschio's an annual management fee in the amount of \$8,177.40. The management fee shall be payable in monthly installments of \$817.74 per month commencing on September 1, 2021 and ending on June 30, 2022.
- Maschio's guarantees a breakeven to White Township. In the event that the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio's shall be responsible for any shortfall.

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, 2021 – June 30, 2022 at a total tuition cost of \$106,822.80.

9. Approve a Resolution to Renew Participation in the Schools Health Insurance Fund

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of White Township Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type(s) of coverage(s): a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a.) A long-term philosophy on rates.
  - b.) A willingness to work with bargaining units to achieve plan design changes.

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**Block Motion – Operations - continued**

c.) Professional management with stability and commitment.

d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

**10. Approve a Schools Health Insurance Fund (SHIF) Indemnity and Trust Agreement**

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A.18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the SCHOOL BOARD has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

NOW THEREFORE, it is agreed as follows:

1. The SCHOOL BOARD accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.
2. The SCHOOL BOARD agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.
3. The SCHOOL BOARD agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on July 1, 2021 and ending on June 30, 2024 at 12:01 AM provided, however, that the SCHOOL BOARD may withdraw at any time subsequent to the delivery of ninety (90) day's prior written notice of the intent to withdraw from the SHIF as provided in the Bylaws.
4. The SCHOOL BOARD certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the SHIF, the SCHOOL BOARD agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the SCHOOL BOARD is a member of the SHIF; (ii) acknowledges that the SCHOOL BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement; and, (iii) by the execution of this Agreement the full faith and credit of the SCHOOL BOARD is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the SCHOOL BOARD for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the SCHOOL BOARD's retained limit or in an amount which is in excess of the SHIF's limit of coverage.

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**Block Motion – Operations - continued**

6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.
7. The SCHOOL BOARD and the SHIF agree that the SHIF shall hold all moneys in excess of the SCHOOL BOARD's retained loss fund paid by the SCHOOL BOARD to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.
8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:
  - a) Employer contributions to group health insurance
  - b) Employee contributions to contributory group health insurance
  - c) Employer contributions to contingency account
  - d) Employee contributions to contingency account
  - e) Other trust accounts as required by the Commissioner of Insurance
9. Notwithstanding the terms of paragraph 8 above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.

**GOVERNANCE**

Mr. Murray noted the group discussed hybrid meetings and recommended Policy 0155.1 to the Board for first read.

**Motion – Governance**

A motion was made by Mrs. Lensi and seconded by Ms. Nusser-Meany to approve the following agenda item #1

. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**1. Approve a First Reading of Bylaw 0155.1 - Board Member Participation at Board Meetings Using Electronic Device**

To approve a first reading of Bylaw 0155.1 – Board Member Participation at Board Meetings Using Electronic Device.

**BHS BOARD MEMBER**

Mrs. Williams discussed upcoming events at Belvidere High School including the athletic award ceremony, prom, and senior trip. Mrs. Williams noted that Belvidere will be reviewing an updated Long Range Facility Plan that's been prepared by their Architect. Mrs. Williams discussed her opposition to issuing full-time contracts and benefits to several paraprofessionals, a change in healthcare providers for staff, and noted contract negotiations are underway.

**OLD BUSINESS**

None

**NEW BUSINESS**

None



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**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Lensi and seconded by Mrs. Williams to acknowledge receipt of no HIB investigations deemed HIB incidents since last meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

A motion was made by Mr. Murray and seconded by Mrs. Lensi to convene to Executive Session at 7:05 to discuss the CSA evaluation. Motion carried as follows: Ayes – 8, 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.

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. Murray and seconded by Mrs. Lensi to adjourn the Executive Session at 7:34 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**ADJOURNMENT**

A motion was made by Mr. Murray and seconded by Mrs. Lensi to adjourn the meeting at 7:35 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary