

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**MARCH 13, 2023**

**6:30 PM**

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township Consolidated School Media Center, Belvidere, NJ. The following members of the Board were in attendance at roll call: Mr. Havlusch, Ms. Nusser-Meany, Mr. Panetta, Mrs. Pinkerton, Mr. Jonkoski, Mrs. Gardella and Mrs. Vesper. Mr. Thompson, CSA and Mr. Italiano, Business Administrator were also in attendance as well as five members of the public. Mr. Murray and Mrs. Pinkerton were unable to attend.

Mr. Panetta opened the meeting at 6:30 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 provided the board with an update of recent and upcoming events at the school such report cards will be going out on March 17<sup>th</sup>, the PTO is having a game show night on March 16<sup>th</sup> and National Junior Honor Society inductions are on March 15<sup>th</sup>.

#### **OPEN PUBLIC COMMENT**

None

#### **CORRESPONDENCE & ANNOUNCEMENTS**

None

#### **PERSONNEL**

##### **Block Motion – Personnel**

A motion was made by Mr. Havlusch and seconded by Mrs. Vesper to approve the following agenda items #1 through #11. Motion carried as follows: Mr. Havlusch – yes, Ms. Nusser-Meany – yes, Mr. Jonkoski – yes, Mrs. Lensi – yes, Mr. Panetta – yes, Mrs. Gardella – yes, and Mrs. Vesper yes.

##### **1. Approve a Collective Bargaining Agreement**

To approve the Collective Bargaining Agreement between the White Township Board of Education and the White Township Education Association for the term July 1, 2022 to June 30, 2025.

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**Block Motion – Personnel – continued**

2. Approve a School Secretary/Transportation Coordinator

To accept the recommendation of the CSA to retain Ingrid Scott as the School Secretary/Transportation Coordinator for the 2022-2023 school year at an annual salary retro-active to July 1, 2022 (12 months) of \$54,045.

3. Approve a General Secretary

To accept the recommendation of the CSA to retain Kathryn Cavitch as the General Secretary for the 2022-2023 school year at an annual salary retro-active to July 1, 2022 (12 months) of \$46,000.

4. 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 2022-2023 school year at an annual salary retro-active to July 1, 2022 (12 months) of \$17,254.

5. Approve Part-time Maintenance Help

To accept the recommendation of the CSA to approve Loren Hamblin for part-time maintenance work at the rate of \$21/hour, during the period April 1 – November 30, 2023.

6. Approve a Head Custodian

To accept the recommendation of the CSA to retain David Hartung as a Head Custodian for the 2022-2023 school year at an annual salary retro-active to July 1, 2022 (12 months) of \$72,275.

7. Approve a Custodian

To accept the recommendation of the CSA to retain Michael Hosterman as a Custodian for the 2022- 2023 school year at an annual salary retro-active to July 1, 2022 (12 months) of \$43,195.

8. Approve a Custodian

To accept the recommendation of the CSA to retain Alexander Zocchi as a Custodian for the 2022-2023 school year at an annual salary retro-active to July 1, 2022 (12 months) of \$40,695.

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### 9. Approve Paraprofessionals and Cafeteria Aides for the 2022-2023 school year

To accept the recommendation of the CSA to approve the following Paraprofessionals and Cafeteria Aides for the 2022-2023 school year, salary retro-active to July 1, 2022:

		Step		Salary
Bunn, Robert	Paraprofessional	Step 3D	not to exceed 6.5 hours/day	\$16.18
Cooke, Christine	Paraprofessional	Step 7ND	not to exceed 5.5 hours/day	\$15.62
DiFranza-Tunney, Dana	Paraprofessional	Step 7ND	not to exceed 5.5 hours/day	\$15.62
Ferrara, Jaime	Paraprofessional	Step 7ND	not to exceed 5.75 hours/day	\$15.62
Herb, Debra	Paraprofessional	Off Guide ND	not to exceed 2.5 hours/day	\$20.28
Heroux, Maryann	Paraprofessional	Off Guide D	not to exceed 5.5 hours/day	\$23.00
McDonald, Lea	Paraprofessional	Step 7ND	not to exceed 5.5 hours/day	\$15.62
Williams, Joan	Paraprofessional	Off Guide D	not to exceed 5.5 hours/day	\$23.00
Wohlander, Jen	Paraprofessional	Step 10ND	not to exceed 5.5 hours/day	\$16.58

### 10. Renewal of Tenured Staff

To approve the following Instructional Tenured Staff Members for the 2022-2023 School Year, salary retro-active to July 1, 2022, as recommended by the CSA:

Staff Member	Degree	Step	FTE	Salary
Baker, Cassandra	BA+30	10	1.00	\$67,580
Bellfy, Sherry	BA+15	25	1.00	\$81,240
Bolen, Stephanie	MA	13	1.00	\$73,060
DeCesare, Anthony	BA+15	22	1.00	\$77,760
Dionne, Rebecca	MA	10	1.00	\$69,580
Evans, Allyson	MA	18	1.00	\$78,280
Fraunfelter, Eric	MA+30	28	1.00	\$92,485
Garvey, Crystal	MA	19	1.00	\$78,280
Gerkhardt, Cathleen	BA	14	1.00	\$68,800
Hawk, Erik	MA+30	22	1.00	\$85,760
Hutchison, Gary	MA+30	27	1.00	\$90,980
Kline, Melinda	MA	9	.40	\$27,832
LaBar, Tadgh	MA+30	21	1.00	\$84,020
Laubach, Michele	MA	21	1.00	\$80,020
Mahon, Justine	BA+30	6	1.00	\$64,110
Marinelli, Anthony	MA+30	9	1.00	\$73,580
Mulligan, Deirdre	MA+30	21	1.00	\$84,020
Pearson, Kenna	BA	18	1.00	\$72,280

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**Block Motion – Personnel – continued**

Staff Member	Degree	Step	FTE	Salary
Puskas, Erika	MA+30	13	1.00	\$77,060
Quinn, Stephanie	MA+30	28	1.00	\$92,485
Quinn, Stewart	MA	6	1.00	\$66,110
Rosano, Lisa	MA	17	1.00	\$76,540
Schaarschmidt, Krista	BA	14	1.00	\$68,800
Sheneman, Margaret	MA+30	15	1.00	\$78,800
Sissick, Bernadette	BA+15	11	1.00	\$67,320
Skirbst, Henry	MA+30	28	1.00	\$92,485
Stumpe, Amy	MA+30	15	1.00	\$78,800
Werkheiser, Dawn	MA+30	27	1.00	\$90,980
Wheatley, Nancy	MA+30	18	1.00	\$82,280
Williams, Katherine	BA	14	1.00	\$68,800

11. Renewal of Non-Tenured Teaching Staff

To approve the following Instructional Non-Tenured Staff Members for the 2022-2023 School Year, salary retro-active to July 1, 2022, as recommended by the CSA:

Staff Member	Degree	Step	FTE	Salary
Barofski, Kelsey	BA	5	1.00	\$58,380
Bill, Alexis	BA	4	1.00	\$56,650
Nyce, Maryellen	MA	9	1.00	\$69,580
Rosano, Kimberly	BA	3	1.00	\$54,920
Smith, Shawnee	MA	9	1.00	\$69,580

**CURRICULUM**

**Block Motion – Curriculum**

A motion was made by Mr. Havlusch and seconded by Mrs. Vesper to approve the following agenda item #1. Motion carried as follows: Mr. Havlusch – yes, Ms. Nusser-Meany – yes, Mr. Jonkoski – yes, Mrs. Lensi – yes, Mr. Panetta – yes, Mrs. Gardella – yes, and Mrs. Vesper yes.

1. Approve a Field Trip for Grade 7

To approve a field trip for approximately 31 grade 7 students to Coca-Cola Park, Allentown, PA to attend an Iron Pigs baseball game on May 9, 2023. The cost of the trip is \$18 per student and the cost of the bus transportation is \$488.

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**OPERATIONS (Finance, Buildings/Grounds & Transportation)**

**Block Motion – Budget**

A motion was made by Mr. Havlusch and seconded by Mrs. Vesper to approve the following agenda items #1 and #2. Motion carried as follows: Mr. Havlusch – yes, Ms. Nusser-Meany – yes, Mr. Jonkoski – yes, Mrs. Lensi – yes, Mr. Panetta – yes, Mrs. Gardella – yes, and Mrs. Vesper yes.

1. Adopt the Tentative Budget

WHITE TOWNSHIP SCHOOL DISTRICT

Adoption of the Tentative Budget for School Year 2023-2024

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 school year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 8,956,520	General Fund	
Charter School	\$ 87,000	Budgeted Fund Balance	\$ 212,052
Special Revenue Fund	<u>\$ 169,296</u>	Withdrawal from Tuition Res	\$ 150,000
		Local Tax Levy	\$ 8,019,174
		Misc. Revenue	\$ 39,500
TOTAL EXPENDITURES	\$ 9,212,816	State Aid	\$ 622,794
		Special Revenue Fund	
		Federal Aid	<u>\$ 169,296</u>
		TOTAL REVENUE	\$ 9,212,816

And, to advertise said tentative budget in the NJ Herald in accordance with the form suggested by the New Jersey Department of Education and according to law;

And, a public hearing on the budget for the 2023-2024 school year will be held at the White Township Consolidated School Media Center, 565 CR 519, Belvidere, NJ, on Monday, April 24, 2023, at 6:30 p.m.

2. Approve Maximum Travel Allowance and Travel Expense Reimbursement

Pursuant to N.J.A.C. 6A:23A-7.3, a Board of Education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$8,000 for the 2023-2024 school year. The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board;

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### Block Motion – Budget - Continued

BE IT RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$8,000 for all staff and board members for the 2023-2024 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

### Block Motion – Operations

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

#### 1. Approve February 2023 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 February 2023 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of February 28, 2023, 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, Andrew Italiano, Board Secretary, hereby certify that no line account has been over expended as of February 28, 2023.

#### 2. Approve March 2023 Bill List

To approve the payment of the March 2023 bills for all funds.

#### 3. Approve Budget Transfers

To approve the attached budget transfers for February 2023.

#### 4. Authorize Submission of the REAP Grant Application

To authorize the Business Administrator to submit the REAP grant application for the 2023-2024 school year and accept the grant award.

#### 5. Approve Staff Travel and Professional Development

To approve the following staff travel and professional development:

- Margaret Sheneman to attend a NJMEA workshop in Atlantic City, NJ for the purpose of improving instruction on February 23 and February 24, 2023. The cost for the training is \$180. The cost for mileage is \$200.43. Note: This workshop is being funded with ARP grant funding.

#### 6. Approve a Use of Facility Request

To approve a request from White Township PTO for facility use on March 16, 2023 to host a Family Night Game Show.

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**Block Motion – Operations - Continued**

7. Approve a Use of Facility Request

To approve a request from White Township PTO to use the cafeteria on April 14, 2023 to host Bingo night.

8. Approve a Use of Facility Request

To approve a request from White Township PTO to use the cafeteria on May 1 - May 5, 2023 to host the Spring Book Fair.

**GOVERNANCE (Public Relations & Policy)**

No items in this section

**BHS BOARD MEMBER – Representative: Mrs. Gardella**

Mrs Gardella gave the board an update of the recent events at BHS such as the state of the school budget and the regionalization study. More information to follow on both of these items in the coming weeks.

**OLD BUSINESS**

**NEW BUSINESS**

The potential for an ad hoc committee with the schools from the local cluster to stay informed on current events that effect all the schools.

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Lensi and seconded by Mrs Vesper to acknowledge receipt of two HIB investigations and one deemed a HIB incident since last meeting. Motion carried as follows: Ayes – 7, Nays – 0 and abstentions – 0.

**OPEN PUBLIC COMMENT**

As per Board policy 0167, public comments are welcome on educational issues. All audience participants must state their name and address before speaking and please respect the 5-minute speaking rule so that the business of the Board may proceed in a timely manner.

Donna Bloch -White Township: Ms. Bloch said its unfortunate for what is happening with the cuts at BHS and the challenges with their budget and that better choices could have been made.

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**ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Mrs Vesper to adjourn the meeting at 7:33 P.M.  
Motion carried as follows: Ayes – 7, Nays – 0 and abstentions – 0.

Respectfully Submitted,



Andrew Italiano  
Business Administrator  
Board Secretary